

Purchase Card On-Line System (PCOLS)

**Continuous Learning Module
for the Agency / Organization
Program Coordinator**



Please dial in to join us.
Commercial 1-301-909-
7349

OR

DSN 312-434-7349

Access Code:
35200666#



Training Overview



- Help and Support
- Purchase Card On-line System (PCOLS) Overview
- Enterprise Monitoring and Management of Accounts (EMMA)
- Authorization, Issuance and Maintenance (AIM)
- PCOLS Reporting
- Risk Assessment Dashboard (RAD)
- Data Mining



Help and Support



PCOLS Help Desk

Phone: 800-376-7783, com 269-961-7307, or DSN 661-7307

Email: dlacontactcenter@dla.mil

Operation Hours: 24x7

PCOLS DAU Continuous Learning Module CLG005

http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1704

Contains: Role-Based Training for PCOLS

PCOLS Website at DAU Acquisition Community Connection (ACC)

<https://acc.dau.mil/pcols>

Contains: Site Deployment Packet, Interactive Tutorials, Frequently Asked Questions (FAQs), System User Manuals
milConnect link for Work Address Update
RAPIDS link for email address Update





PCOLS Overview



■ **Enterprise Monitoring and Management of Accounts (EMMA)**

- ☐ Used to provision users into roles in a hierarchy
- ☐ Based on roles, grants access to the other PCOLS applications

■ **Authorization, Issuance and Maintenance (AIM)**

- ☐ System to issue and maintain Managing Accounts (MA) and Cardholder Accounts (CA)
- ☐ Interfaces with the (currently) two banks
- ☐ Store account information

■ **PCOLS Reporting**

- ☐ Provides reports based on Purchase Card accounts and users of AIM



■ Data Mining (DM)

- Managed by third party vendor (Northrup Grumman)
- Reviews all transactions of all CAs and scores the transactions based on risk of fraud, misuse, or abuse
- Flagged transactions are to be reviewed and verified by the A/BO Supervisor or the A/BO

■ Risk Assessment Dashboard (RAD)

- Reports an organization's "health" in the Purchase Card Program
 - *Health is based on risk-indicating controls*

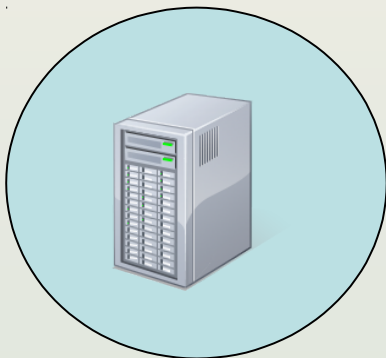


Banking Systems



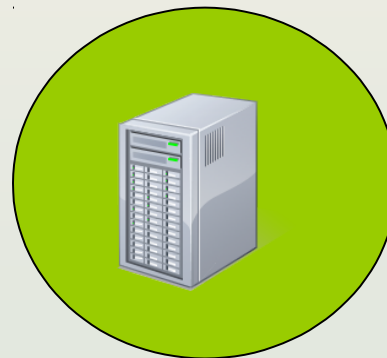
- PCOLS does not replace transaction-level, bank-operated systems
 - Access Online and CitiDirect
 - *Will be used before and after PCOLS implementation*
 - *Will provide capability to approve transactions*

Access Online CitiDirect



Not
≠
duplicative

PCOLS



PCOLS migrates manual Purchase Card processes to an electronic equivalent



Pools



- Pools are used to establish a group of individuals provisioned in the same roles in an organization
 - **A/OPC and A/BO Supervisor roles - allows all members of the pool to own the same set of actions. For example, any pool member can act on any account associated with the organization.**
 - A/BO role - AIM includes all pool members in the list of available A/BOs for an account; however, individual users **MUST** be assigned as Primary or Alternate A/BO for an account in order for the A/BO to have access to the account.
 - Cardholders (CH) Supervisor - AIM includes all pool members in the list of available CH Supervisors for an account. An individual must be assigned as the CH Supervisor for an account in order for the CH Supervisor to have access to the account.
 - Resource Manager - AIM allows all users assigned as an RM or RM Pool member in an organization to act on any account associated with any RM in the organization.



Enterprise Monitoring and Management of Accounts

- EMMA Background
- Defining:
 - ☐ Provisioning Process
 - ☐ Roles
 - ☐ Purchase Card Program hierarchy
 - ☐ EMMA Automated Provisioning
- How to:
 - ☐ Accept a Position
 - ☐ Select a Role
 - ☐ Add, View, Update, and Remove an Organization
 - ☐ Add and Remove a Role
 - ☐ Add, Remove, and View a User





Detailed Overview



- Program-wide application
- Captures hierarchies to grant system access to authenticated users
 - The hierarchy incorporates Supervisors into the program
- Uses the Common Access Card (CAC) to link an individual to a role
- Allows A/OPCs to create roles under their own, to continue down the hierarchy
- Other systems, such as AIM, use the roles in EMMA to grant permissions within the applications



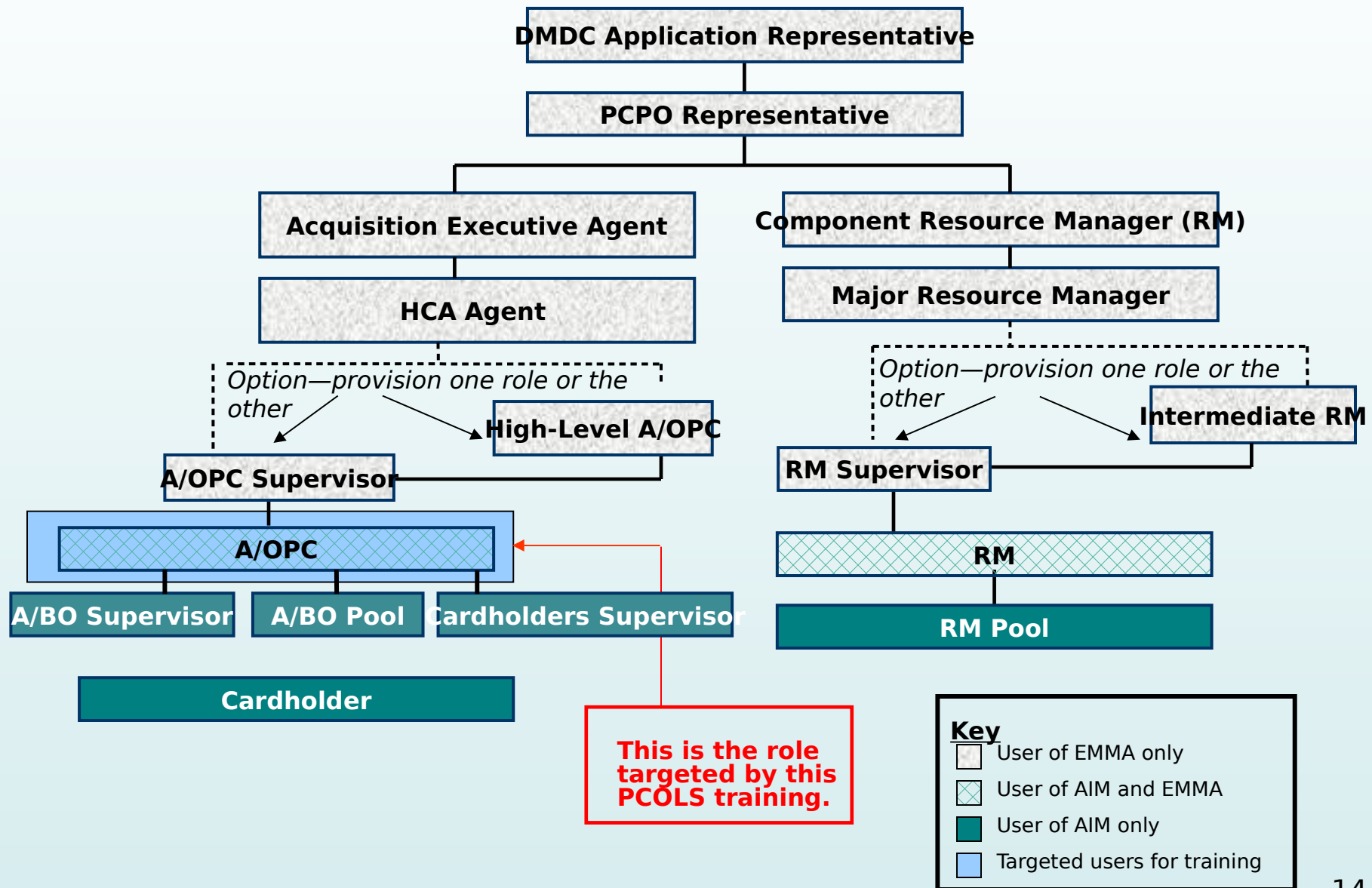


Provisioning

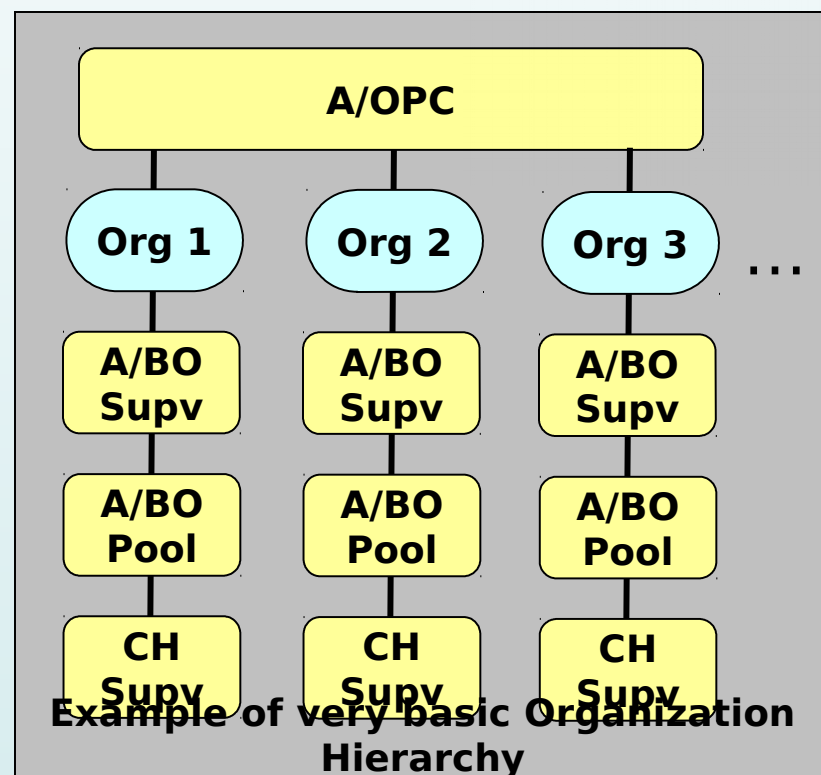


- Electronic process of documenting the chain of command in the Purchase Card hierarchy
 - Top-down process
- Assigning uniquely identified individuals to specific roles
 - Enhances strategic program management
 - Increases security
 - Allows for improved future risk management
- Provisioning steps
 - Add an Organization
 - Add a Role
 - Assign a User to the Role

Purchase Card Hierarchy



- It is critical that your Purchase Card hierarchy is defined prior to initiating the provisioning process
- Acquisition hierarchy: Start by arranging the Purchase Card hierarchy on paper
 - Group A/BOs by supervisor (up to five A/BO Supervisors are supported)
 - Link those organizations to the A/OPCs
 - Groupings may be by functional area, by Managing Account, geographical, or whatever works locally
 - Note: One individual may have the same or different roles within different organizations





Accepting a Position



- In EMMA, The provisioning process has changed.
- You will now “Accept your Position”
- Position emails do not expire
- Once you accept your position, the A/OPC Supervisor will be notified by email
- If you receive a message that an error occurred, contact your provisioner



Accepting A Position



-----Original Message-----

From: no_reply@dmdc.osd.mil [mailto:no_reply@dmdc.osd.mil]

Sent: Thursday, February 11, 2016 8:54 AM

To: AOPC.civ@mail.mil

Subject: You have been tentatively provisioned in [PCOLS] for role: Agency/ Organization Program Coordinator-Action Required

You have been tentatively provisioned as a ' A/OPC ' in the 'DLA 2' (401296) organization for the PCOLS (AIM, PCOLS-WEB, RAD) product(s). The role assignment was created for you by James Tew james.tew.civ@dla.mil (Agency/Organization Program Coordinator, Supervisor)

You are required to formally accept your new position before it can be used. You also have the option to reject it. Follow the link below to take action:

https://pkidm.dmdc.osd.mil/emma-web/pending.html?POS_ID=20636

For technical support, please contact the DSC Help Desk at the below phone numbers. Be sure to identify yourself as a 'Approving/Billing Official Pool' for the 'PCOLS' product and state that you were provisioned for the Enterprise Monitoring and Management of Accounts (EMMA) web application.

- US (CONUS) - Commercial (toll-free): 1-800-372-7437

- OCONUS - DSN: 312-878-2856



User is taken to the “Position Acceptance” screen, you will “Accept” to finalize being provisioned into the role.





Position Detail Screen



After acceptance, the new role
“Position Details” are displayed

The screenshot shows a web browser window displaying the 'Position Acceptance Status' page. The browser's address bar shows the URL: <https://plcidm.dmdc.osd.mil/emma-web/faces/pages/positionAcceptanceResult.xhtml>. The page header includes the DMDC logo and the text 'Enterprise Monitoring and Management of Accounts'. The main content area is titled 'Position Acceptance Status' and contains a message: 'You have accepted this position. Your provisioner has been notified.' Below this message is a box titled 'Position Details' which contains the following information:

Role name:	A/OPC
Organization:	DLA 2
Product suite:	PCOLS
Products	AIM, PCOLS Reporting
EMMA access:	Yes



Selecting a Role



- Once you have logged onto EMMA, the “EMMA Home Page” displays, allowing you to choose your role

 **Enterprise Monitoring and Management of Accounts** Home | Logout | Help

Welcome, Catherine Davidson.
You last visited: 12 Feb 2016.

EMMA Home Page

From this page, you can select under which product/organization/role you want to perform tasks. You can return to this page any time by clicking the Home link at the top of the page.

Select Role/Manage Surrogates

Choose a role and click Select Role to manage organizations and users. To add or remove your surrogate click Add Surrogate or Remove Surrogate. Click Resend Surrogate Token to resend a token to a nominated surrogate user. Note that the option to assign a surrogate user is not available for all roles.

Select	Product Suite	Organization	Role Name	Your Surrogate
☐	PCOLS	0536 MICC 106th Sig Bde (OPTION 1) (402099)	Agency/Organization Program Coordinator Supv	
☐	PCOLS	0541 MICC 93rd Sig Bde (OPTION 2) (402101)	Agency/Organization Program Coordinator Supv	
☐	PCOLS	0544 MICC NEC Training Cards (OPTION 3) (402103)	Agency/Organization Program Coordinator	
☐	PCOLS	0544 MICC NEC Training Cards (OPTION 3) (402103)	Agency/Organization Program Coordinator Supv	
☒	PCOLS	110 FW (400294)	Agency/Organization Program Coordinator	

OR

☐	PCOLS	RAD - Navy (402001)	High Level Agency Program Coordinator	
☐	PCOLS	RAD - Navy A/OPC Org (402019)	Agency/Organization Program Coordinator	
☐	PCOLS	YBB Test (401338)	Agency/Organization Program Coordinator Supv	
☒	PCOLS	YBB Test (401338)	Resource Manager Supervisor	



Adding an Organization



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Enterprise Monitoring and Management of Accounts

Home | Logoff | Help

Welcome User Name

Provisioning for AIM

Select an organization or role below to view/update information.

 **Organization Name**
 Role Name

Organization Details

Select an action:

Pick from list...

Go

Pick from list...

View Organization Summary

Add Organization

Name: Org

Description:

Address: Big Military Base
Smalltown, AA 12345

Country: United States

Primary Phone: 123-456-7890

Secondary Phone:

Fax:

Primary DSN:

Secondary DSN:

Fax DSN:

General Information

* Organization Name

Description

Organization URL

e.g., <http://www.dmdc.osd.mil/>

* Type of Organization

-- Select --

* Organizational Affiliation

-- Select --

1

Mailing Address

* Country

United States

* Address (Line 1)

Address (Line 2)

Address (Line 3)

* City

* State

-- Select --

* ZIP/Postal Code

Building Number

Room Number

Shipping Instructions

Enter up to 200 characters

2

Contact Phone Numbers

International Dialing Prefix

International Country Code

Commercial

* Primary Area Code

* Primary Number

Primary Extension

Secondary Number

Secondary Extension

Fax Number

Fax Extension

Toll Free Area Code

Toll Free Number

Toll Free Extension

Defense

Primary

Primary

Secondary

Secondary

Fax Number

Fax Extension

3



Viewing an Organization



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Enterprise Monitoring and Management of Accounts

Home | Logoff | Help

Welcome User Name

Provisioning for [Product Name]

1

Select an organization or role below to view/update information.

- Organization Name**
- Role Name**

Organization Details

Select an action:

- Pick from list...
- Pick from list...
- View Organization Summary**
- Add Organization

Go

Name: **Org**
Org (Site) ID: 400698
Description:
Address: Big Military Base
AA 12345
Country: United States
Primary Phone: 123-456-7890
Secondary Phone:

Help

Organization Summary

2

Organization Name (300143)

Doe, John

User Account Code: MU8M3Q8

Role	Product	Operation Type	Access Code
PCPMO Representative	386 - EMMA	EXECUTE	

Major, Mary

User Account Code: Q2N6PB7

Role	Product	Operation Type	Access Code
Approving/Billing Official Pool	386 - EMMA	EXECUTE	
Approving/Billing Official Pool	389 - AIM	EXECUTE	
Approving/Billing Officials Supervisor	386 - EMMA	EXECUTE	
Approving/Billing Officials Supervisor	389 - AIM	EXECUTE	



Updating or Removing an Organization



DMDC Information and Technology for Better Decision Making

Enterprise Monitoring and Management of Accounts Home | Logoff | **1**

Welcome User Name

Provisioning for AIM

Select an organization or role below to view/update information.

- Organization Name
 - A/OPC
 - Subordinate Organization**

Organization Details

Select an action:

- Pick from list...
- Pick from list...
- View Organization Summary
- Edit Organization**
- Remove Organization
- Add Role

Name: Sub
Description:
Address: Big Smalltown, AA 12345
Country: United States
Primary Phone: 123-456-7890
Secondary Phone:
Fax:
Primary DSN:
Secondary DSN:
Fax DSN:

DMDC Information and Technology for Better Decision Making

Enterprise Monitoring and Management of Accounts Home | Logoff | **2**

Welcome User Name

Provisioning for AIM

Select an organization or role below to view/update information.

- Organization Name
 - A/OPC
 - Subordinate Organization**

Organization Details

Select an action:

- Pick from list...
- Pick from list...
- View Organization Summary
- Edit Organization
- Remove Organization**
- Add Role

Name: Sub
Description:
Address: Big Smalltown, AA 12345
Country: United States
Primary Phone: 123-456-7890
Secondary Phone:
Fax:
Primary DSN:
Secondary DSN:
Fax DSN:



Adding or Removing a Role



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Enterprise Monitoring and Management of Accounts

Home | Logoff | **1**

Welcome User Name

Provisioning for AIM

Select an organization or role below to view/update information.

- Organization Name
- A/OPC
- Subordinate Organization

Organization Details

Select an action:

- Pick from list...
- Pick from list...
- View Organization Summary
- Edit Organization
- Remove Organization
- Add Role

Go

Name: Sub
Description:
Address: Big
Smalltown, AA 12345
Country: United States

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Enterprise Monitoring and Management of Accounts

Home | Logoff | Help

Welcome User Name

2

Provisioning for AIM

Select an organization or role below to view/update information.

- Organization Name - AIM
- A/OPC
- Subordinate Organization
- A/BO Supervisor

Role Details

Select an action:

- Pick from list...
- Pick from list...
- Remove Role
- Add User

Go

Role Name:

Users Provisioned: 0 of 5 Maximum Users Provisioned
No users have been provisioned



Adding a User



DMDC

Information and Technology for Better Decision Making

Enterprise Monitoring and Management of Accounts

Home | Logoff |

1

Welcome User Name

Provisioning for AIM

Select an organization or role below to view/update information.

- Organization Name - AIM
 - A/OPC
 - Subordinate Organization
 - A/BO Supervisor

Role Details

Select an action:

- Pick from list...
- Pick from list...
- Remove Role
- Add User

Go

Role Name:

Users Provisioned: 0 of 5 Maximum Users Provisioned
No users have been provisioned

2





Adding a User

[Help](#)

Add User

This page will allow you to provision for the **"Approving/Billing Official Pool"** role.

Required fields are indicated by a red star (*) next to the field name.

Person's Information

Enter the DoD ID number (EDI) of the person you are adding and click Search. Verify the user information to ensure this is the intended user.

* Person ID

User's Information

Name:

Birth Year:

Gender:

User Account Code:

Status:



Removing a User



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Home | Logoff | Help

Welcome User Name

Provisioning for AIM

Select an organization or role below to view/update information.

- Organization Name
 - A/OPC
 - Subordinate Organization
 - A/BO Supervisor

Role Details

Select an action:

- Pick from list...
- Pick from list...
- Add User
- Remove User**
- View User Details
- Update User Details

Go

Role Name:

Users Provisioned:

User Name

Welcome User Name

Provisioning for AIM

Select an organization or role below to view/update information.

- [-] Organization Name
 - [+] A/OPC
 - [-] Subordinate Organization
 - [+] A/BO Supervisor

Role Details

Select an action:

- Pick from list...
- Pick from list...
- Add User
- Remove User
- View User Details**
- Update User Details

Go

Role Name

Users Provisioned:

Name, User

2

User Account Code: Q2N6PB7

Role	Product	Operation Type	Access Code
Approving/Billing Official Pool	386 - EMMA	EXECUTE	
Approving/Billing Official Pool	389 - AIM	EXECUTE	
Approving/Billing Officials Supervisor	386 - EMMA	EXECUTE	
Approving/Billing Officials Supervisor	389 - AIM	EXECUTE	



Updating User Details



**Enterprise Monitoring and Management of Accounts**

Information and Technology for Better Decision Making

Home | Logout | Help

Welcome, lakeisha gill.
You last visited: 23 Jul 2016

Provisioning for PCOLS as Agency/Organization Program Coordinator

Select an organization or role below to view/update information.

- 400294 - 110 FW
 - Agency/Organization Program Coordinator
 - Approving/Billing Officials Supervisor**
 - Approving/Billing Official Pool
 - Cardholders Supervisor
 - Appointing Authority
 - 401295 - DLA 1
 - 401296 - DLA 2
 - 401316 - DLA3
 - 401416 - DLA 4
 - 401577 - PA test1
 - 401914 - Account Migration ONLY Org
 - 402894 - 110th LRS

Role Details
Pick from list...
Remove User
Update User
View User Details
Go

Select an action:

Role Name: Approving/Billing Officials Supervisor

Users Provisioned:
5 of 5 Maximum Users Provisioned
Davidson, Catherine
gill, lakeisha
Striffler, Beatrice
Test, Demo
Tew II, James

Update User

Update the personnel category and permissions.

Personnel Category

Select a personnel category to be associated with the position. An email will be sent to the email address associated with the selected personnel category to inform them of their new position assignment.

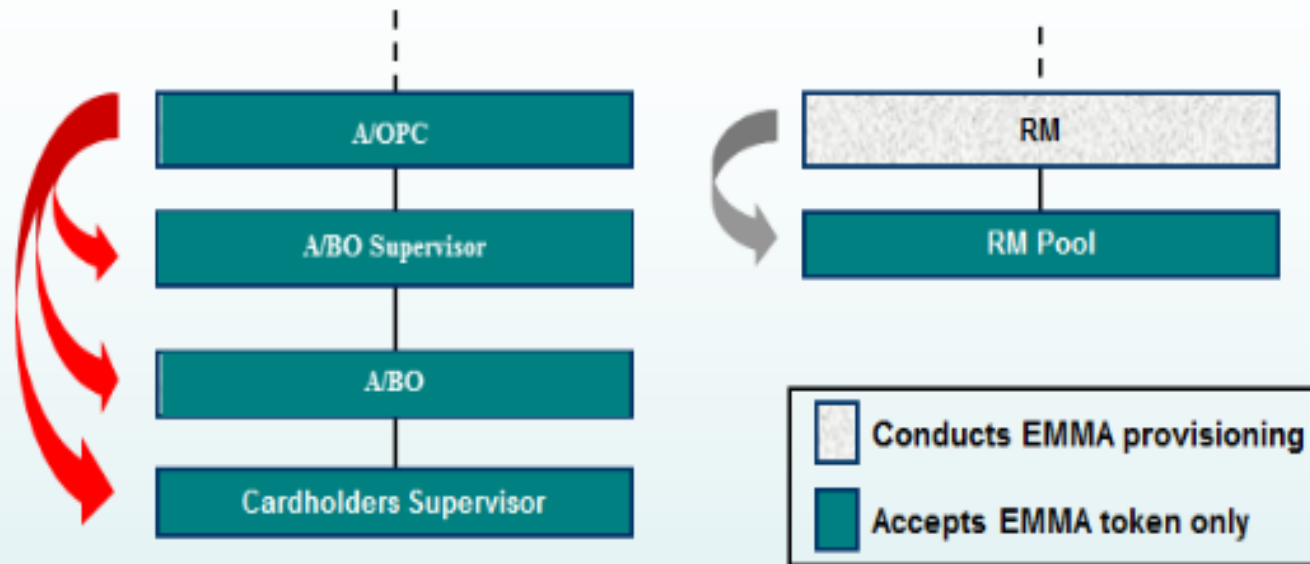
Personnel Category **No association**
DoD Civil Service

There are no permissions to be updated for this user.

Submit Cancel

100%

100%



- During the initial creation of a hierarchy, the A/OPC and the RM will provision down the hierarchy
 - Add an organization (optional), then a role, then a user



Logging on to PCOLS



Logging in



<https://www.dmdc.osd.mil/appj/pcols-web/>

DMDC Information and Technology for Better Decision Making Contact



Purchase Card Online System

PCOLS Message Board

System Status

There are no reported outages at this time.

Scheduled Outages

The PCOLS Reporting database will be updated daily during the 2:00am to 5:00am system unavailability window; therefore, current data in all reports will not be available until the next business day.

Application Resources

User Manuals, Training, and Deployment information for PCOLS is available at <https://acc.dau.mil/pcols>.

PCOLS Sign In

Click the button below to log on to the Purchase Card Online System (PCOLS) if you have already been assigned a role and redeemed a token.

Sign In

Redeem Token

Enter the token number in the provided text box and click the button below to redeem a token.

Token:

Redeem Token





Notice and Consent

Purchase Card Single Sign On Web Application

Standard Mandatory DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(I)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a (I)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

Accessibility/Section 508

The U.S. Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with [Section 508 of the Rehabilitation Act \(29 U.S.C. § 794d\)](#), as amended in 1999. Send feedback or concerns related to the accessibility of this website to: DoDSection508@osd.mil. For more information about Section 508, please visit the [DoD Section 508 website](#). Last Updated: 08/14/2013

OK



Registered User Logon

DMDC

Information and Technology for Better Decision Making

DEERS PCOLS-WEB

Registered User Logon

AUTHORITY

5 USC 301

PURPOSE/ROUTINE USE

Information you provide is used to verify your identity and usage of this website.

DISCLOSURE

Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

Select Logon Method

☒ Smartcard (CAC)

Continue

[Logon Help](#)

Done

Trusted sites | Protected Mode: Off

100%





Select Application

Information and Technology for Better Decision Making

Help | Contact | Logoff



Purchase Card

Welcome User

Enterprise Monitoring & Management of Accounts (EMMA)
 Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.
Click [here](#) for EMMA help specific to users of the PCOLS suite of applications. Instructions for using EMMA can be found in the help within the EMMA application.

Authorization, Issuance & Maintenance (AIM)
 Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.

PCOLS Reporting
 Click this button to access PCOLS Reporting.
Click [here](#) for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.

PCOLS Risk Assessment Dashboard
 Click this button to access the PCOLS Risk Assessment Dashboard application.

Data Mining
 Click this button to access the Data Mining web application. Use Data Mining to evaluate at-risk transactions.

Recent At-Risk Notifications

- No at-risk notifications have been received





Authorization, Issuance and Maintenance



Learning Objectives



- AIM Background
- Roles and Responsibilities
- How to:
 - ☐ Log On
 - ☐ Complete AIM Profile tab
 - ☐ Check Your Task Inbox
 - ☐ Migrate an existing Managing Account
 - ☐ Migrate an existing Cardholder Account





Learning Objectives cont'd



- ☐ Issue a Managing Account
- ☐ Maintain a Managing Account
- ☐ Update A/BO Training Dates
- ☐ Issue a Cardholder Account
- ☐ Maintain a Cardholder Account
- ☐ Resend Tokens and Task Emails





Detailed Overview

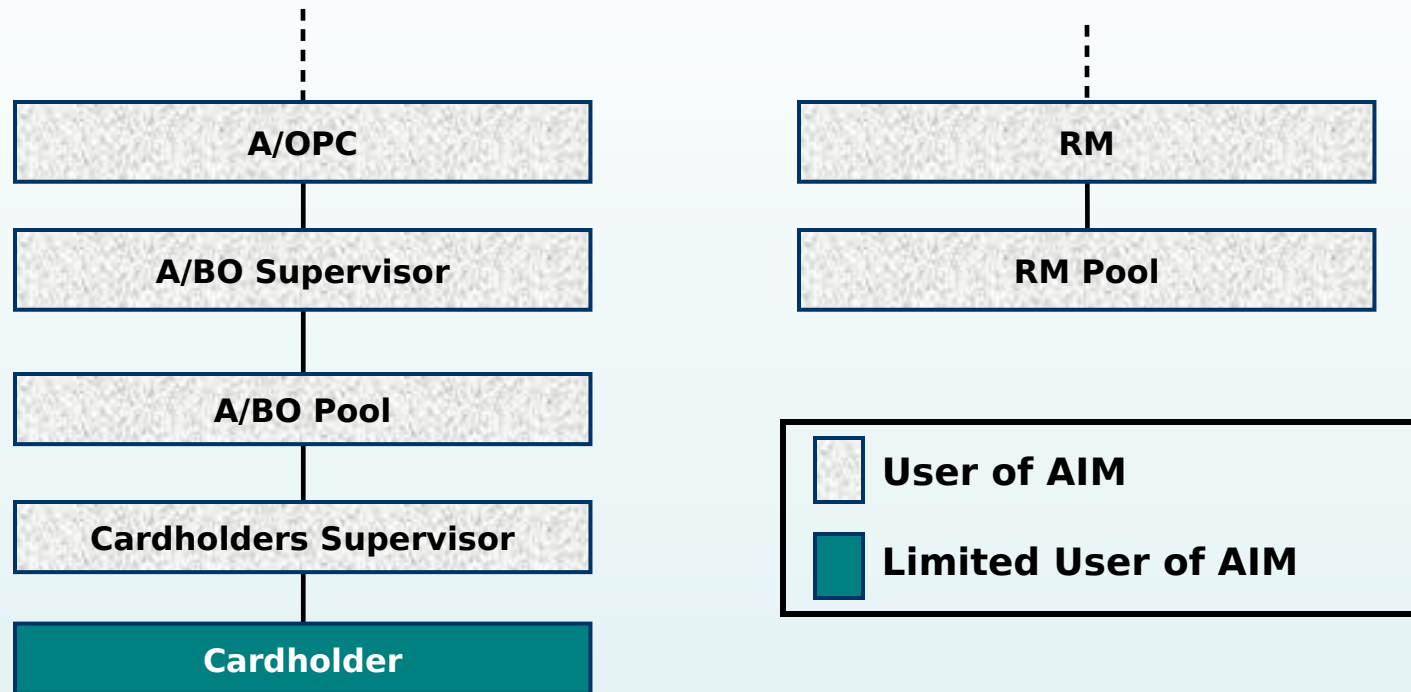


- A workflow tool used to perform various Purchase Card Program account issuance and maintenance functions such as:
 - ☐ Updating Purchase Limits
 - ☐ Changing Merchant Category Codes (MCCs)
 - ☐ Ensuring that ongoing training requirements are met
 - ☐ Ensuring that lines of accounting are current
- Draws from hierarchies recorded in EMMA to determine who has responsibility and permission to initiate and approve requests for Account issuance and maintenance
- A live interface with the bank systems allows Account requests to be sent electronically
- Daily feeds from the bank systems allows both systems to be up to date with the current Account information
- Does not replace any existing systems to review and approve card transactions





Users of AIM



- RM and RM Pool are interchangeable in AIM
- Cardholders access AIM only during the Cardholder Account establishment (new account or migrated existing account)
 - They must use a token to log into the application



Roles and Responsibilities



- Provide authorization for account requests to be sent to the bank
- Perform Managing Account maintenance
- Perform Cardholder Account maintenance
- View summary reports (under development)
- Validate that training and refresher training have occurred at Cardholder and A/BO levels
 - Training dates input and tracked in AIM
- Can resend Resource Manager and Cardholder tokens while account is in workflow
- Can resend Task emails while account is in workflow
- Can terminate account requests while in workflow





Selecting a Role



- If you hold multiple roles or are in multiple organizations, select the role that you would like to act upon for this session

DMDC *Information and Technology for Better Decision Making*



Purchase Card

Authorization, Issuance and Maintenance

[Help](#) | [Contact](#) | [Logoff](#) | [EMMA](#)

Welcome User.

Role Selection

User, please select a role to access AIM.
To select a role, click on the Select button next to the desired role name. You can also double click on the row.

Displaying 1 - 10 of 16 # To Display 10

	Role Name	Organization
	Agency/Organization Program Coordinator	Organization 1
	Agency/Organization Program Coordinator	Organization 2
	Approving/Billing Official Pool	Organization 3



A/OPC Profile



- A/OPCs must enter the following in their profile:
 - Department of Defense Activity Address Codes (DoDAACs)
 - Bank login IDs
 - Total Business Reporting (TBR) Hierarchies
- All users see “Your User Information” section
 - This information is pulled from your CAC

Each AIM user will see this section in their Profile tab, the Cardholder is not a user of AIM

Information and Technology for Better Decision Making

Purchase Card

Authorization, Issuance and Maintenance

Help | Contact | Select Role | Logout | EMMA

Task Index | Managing Accounts | Cardholder Accounts | Accounts In Progress | **Profile** | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

User Profile

Ensure that the below information is correct. Required fields are indicated by a red star (*) next to the field name.

DoDAACs

Enter the DoDAAC for the organization that issued your letter of delegation (i.e., provided you with procurement authority).

* DoDAAC 1: DoDAAC 2: DoDAAC 3:
DoDAAC 4: DoDAAC 5:

[Save DoDAAC Changes](#)

Bank Account Information

* Bank:
* Bank Log-in Name: (Log-in Name for the bank's system)
* Client Short Name:

[Save Bank Information](#)

*** Agent Number and TBR Hierarchy**

Enter the Agent Numbers and associated Total Business Reporting (TBR) Hierarchy, as assigned to you in the bank's system, using the Add Agent/Hierarchy button below. If you have multiple A/OPC organizations, enter only the Agent Numbers and TBRs associated with the organization listed in the Your User Information section below. A minimum of one entry is required.

[Add Agent/Hierarchy](#)

Agent #	Level 1	Level 2	Level 3	Level 4	Actions
0011	47163	00004	00044	04444	

Your User Information

If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.

Name: A/OPC Name
Work Address: 123 Big Military Base [Update user information](#)
Smalltown, USA 12345
Work Phone:
Fax Number:
Email Address: aopc.name@mail.mil [Update email address](#)
Organization ID: 400294
Organization Name: 110 FW

Display Preference

The default number of records displayed on each tab can be set as a preference for each role.

Set your default record number preference: All

Version: 3.05.029 USB: PROD



A/OPC Profile (cont'd)



- The screen below depicts the Agent Number and TBR Reporting Hierarchy information for non-Navy users
- For Navy users:
 - “Agent Number” is not an available field
 - “Level 5” field is required

DMDC Information and Technology for Better Decision Making

Help | Contact | Select Role | Logoff | EMMA

Purchase Card Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts in Progress | **Profile** | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Add New Hierarchy

Agent Number and TBR Reporting Hierarchy

Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (*) next to the field name.

* Agent Number:

* Level 1: * Level 2: * Level 3: * Level 4:

Level 5: Level 6:



Checking your Task Inbox



- Tasks for both Managing and Cardholder Accounts will be seen in the Task Inbox

DMDC Information and Technology for B

Purchase Card Authorization, Issuance and Maintenance

Task Inbox Managing Accounts Cardholder Accounts Accounts In Progress

Welcome User. You are logged in as the Agency/Organization Program Coordinator

Task Inbox

User, you have **1** task(s).

To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.

Displaying 1 - 1 of 1

	Task Status	Acquired	Request Type	Account Holder	Office Name	Account Number	Task Description	Comments
	New	01/10/2011	MA - Maintenance	Primary A/BO Name	Office Name	*9992	Please approve the cancellation of the managing account along with its cardholder accounts.	Any comments entered will be displayed in the Comment Log, as shown here. More

Comment Log - Microsoft Internet Explorer provided by DLIS

Comment Log

03/24/2011 11:23 AM	User Name , Resource Manager
RM approves new MA request.	
03/24/2011 11:19 AM	User Name , Approving/Billing Officials Supervisor
A/BO Supervisor approves request for new MA.	
03/24/2011 11:17 AM	User Name , Approving/Billing Official Pool
A/BO accepts nominate to be account holder on this new MA.	
03/24/2011 10:50 AM	User Name , Agency/Organization Program Coordinator
A/OPC initiated MA request	

- Green Bar indicates the action was successful



The screenshot shows the DMDC (Department of Defense Management and Decision Making) interface. The header includes the DMDC logo, the tagline "Information and Technology for Better Decision Making", and navigation links: "Report Issues", "Help", "Contact", "Select Role", "Logoff", and "EMMA". The main title is "Purchase Card Authorization, Issuance and Maintenance". Below the title is a navigation bar with buttons: "Task Inbox", "Managing Accounts", "Cardholder Accounts", "Accounts in Progress", and "Profile". A green bar at the bottom of the interface displays a checkmark icon and the text "Your action was successful". An arrow points from the "Managing Accounts" button to the green bar.

- Red Bar indicates the action failed



The screenshot shows the same DMDC interface as above. The header and navigation bar are identical. However, the bottom bar is red and displays a red 'X' icon and the text "Error message is displayed here.". An arrow points from the "Managing Accounts" button to the red bar.



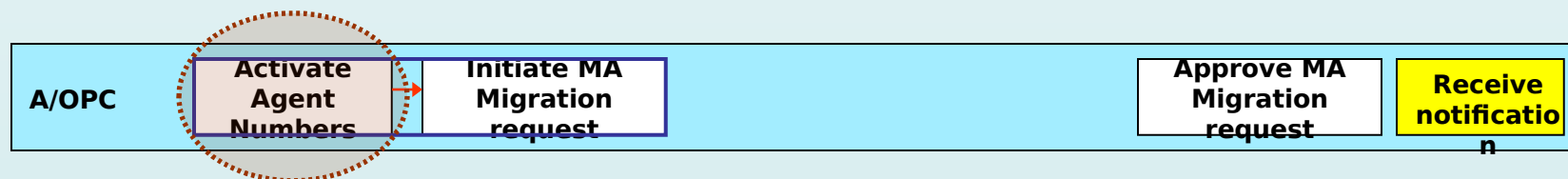
Account Migration



Managing Account Migration (cont'd)



- a. A/OPC initiates Account Migration request
- ☐ Selects the Agent Number(s) that are ready to begin the Account Migration process





Managing Account Migration (cont'd)



DMDC Information and Technology for Better Decision Making

Help | Contact | Select Role | Log Out

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile | **Account Migration** | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Account Migration [Search for Account](#)

[Hide Agent Number and TBR Hierarchies](#)

Agent Number and TBR Hierarchies

Select the Agent Number(s) that are ready to begin the Account Migration process and click Initiate Account Migration. This will mark the Agent Number as ready for migration. Any accounts received from the bank with the selected Agent Number(s) that have not already been set up in AIM will now be added to AIM to begin the Account Migration workflow process.

	Agent #	Level 1	Level 2	Level 3	Level 4	Status
☒	0000	00000	00000	00000	00000	Initiated on 03/18/2009 09:54:23 PDT
☒	0001	11111	01111	00111	00011	
☐	0002	22222	02222	00222	00022	
☒	0003	33333	03333	00333	00033	Initiated on 03/18/2009 09:54:23 PDT
☐	0004	44444	04			

[Initiate Account Migration](#)

For Navy users:

- ☐ "Agent Number" column is not present
- ☐ "Level 5" column is present

The following accounts were received from the bank for the Account Migration process. Click Select next to any account or double click on a row to view account information. The Account Holder name displayed for all accounts in a Pending status will be the name provided by the bank. Once the account has been activated, the name associated with the account in AIM will be displayed.

Displaying 1 - 8 of 8

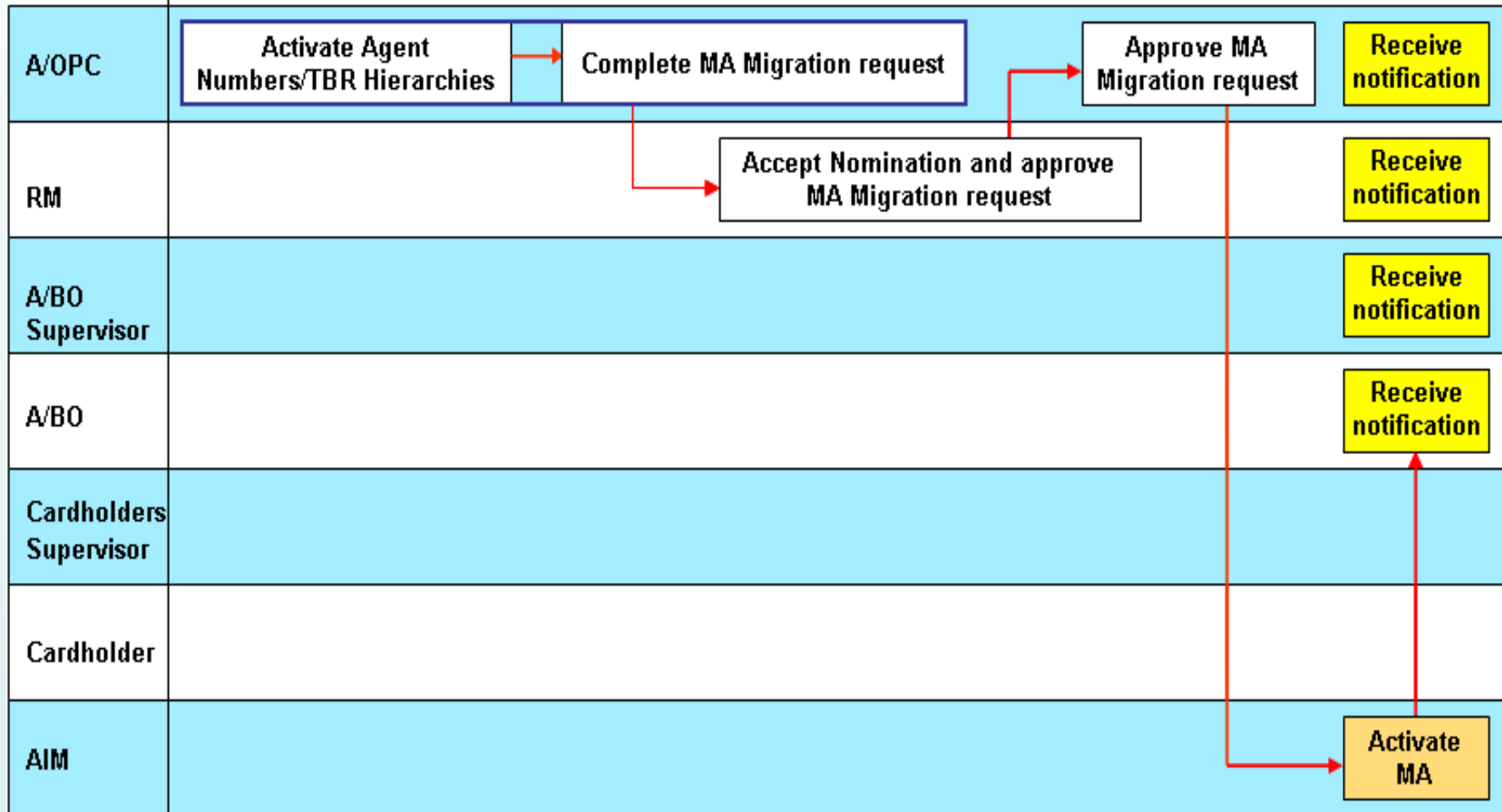
	Account Type	Agent #	Account Holder	Account Number	Office Name	Status
Select	Managing Account	0001	Primary A/BO Name	*****1005		Pending A/OPC Initiation
Select	Managing Account	0001	Primary A/BO Name	*****1006		Pending A/OPC Initiation
Select	Cardholder Account	0001	Cardholder Name	*****1004		Pending Managing Account Activation
Select	Managing Account	0058	Primary A/BO Name	*****3456	Office Name1	Pending Workflow Initiator's Revision
Select	Managing Account	0058	Primary A/BO Name	*****3456	Office Name1	Active - Pending Updates
Select	Cardholder Account	0058	Cardholder Name	*****1111	Office Name2	Active
Select	Cardholder Account	0058	Cardholder Name	*****7890	Office Name2	Active
Select	Cardholder Account	0058	Cardholder Name	*****1234	Office Name2	Active



Managing Account Migration



Managing Account (MA) Migration: Role-Based Process Flow





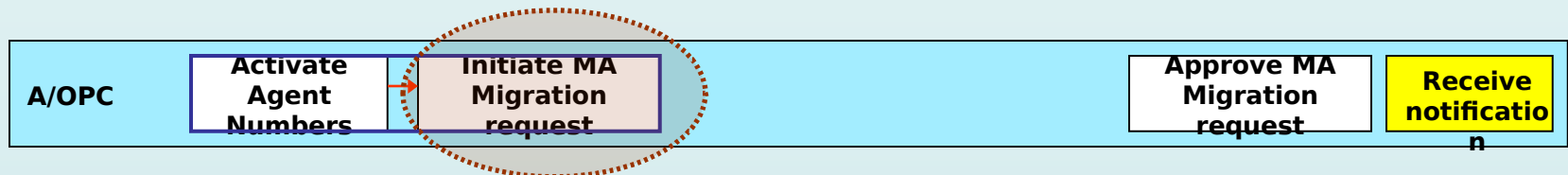
Managing Account Migration (cont'd)



b. A/OPC completes MA Migration initiation

- ☐ Enter Office Name and Justification
- ☐ Nominate a Resource Manager
- ☐ Select A/OPC Organization and A/BO Supervisor for each MA
- ☐ Select the Primary A/BO and up to four Alternate A/BOs
- ☐ Certify that the A/BO has completed their training and enter the date of completion*
- ☐ Certify that the Required Delegations and Appointments letter was issued and enter a date for review *

*** Not required at this step**





Managing Account Migration (cont'd)



DMDC Information and Technology for Better Decision Making

Help | Contact | Select Role | Logout | EMMA

Purchase Card
Authorization, Issuance and Maintenance

Task Index | **Managing Accounts** | Cardholder Accounts | Accounts In Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Index](#) > View Task

Managing Account Migration Initiation

The Managing Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: Initiating A/OPC Name

Managing Account Information
Enter your Office Name and briefly describe the reason for this Managing Account in the Justification field. (Click [here](#) for more information.)

* Office Name:

* Justification:

Managing Account Number:

Account Holder:

Resource Manager Nomination
Enter the email address of the Resource Manager responsible for ensuring that funds are available for this account.

* Email Address:

TBR Hierarchy
The following hierarchy is associated with this Managing Account.

Agent #	Level 1	Level 2	Level 3	Level 4
0000	00000	00000	00000	00000

EDI Payment Routing Information
☐ EDI payment
☒ Non-EDI payment

Line of Accounting
Reallocation Method
☒ No Reallocation
☐ By Accounting Validation Control
☐ By Alternate Accounting Code

Accounting Validation Code
AVC Code Name:

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASH
00	00000000	0000	0000			
WCR	RBC	RSC	CI	OC	GPS	SIPC
IJS	TT	FMS	TAC			

Alternate Accounting Code (AAC)

Purchase Limits
Credit Limit: Cycle Purchase Limit: Single Purchase Limit:
Quarterly Purchase Limit: Annual Purchase Limit:

Organization Name
Organization Name:

Agency/Organization Program Coordinator Organization
* If you are in multiple Organizations, use the drop-down list to select the A/OPC Organization to which you want this account associated. Your A/OPC profile for the selected Organization must contain the TBR Hierarchy information provided by the bank to continue. Once the Migration request is approved, the Managing Account will be assigned to the Organization that you selected. The list provided will be based on the Organization selected.



Managing Account Migration (cont'd)



DMDC Information and Technology for Better Decision Making

Help | Contact | Select Role | Logout | EMMA

Purchase Card Authorization, Issuance and Maintenance

Task Inbox **Managing Accounts** Cardholder Accounts Accounts In Progress Profile Account Migration Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Select Approving/Billing Officials Supervisor

Select the A/BO Supervisor's Organization. The below list of A/BO Supervisors will be populated based on the Organization selected. If the individual that you intend to nominate is not listed, click Cancel to return to the previous screen. Click on the EMMA link to provision them in the system. This task will remain in your Task Inbox until submitted.

Organization:

Displaying 1 - 2 of 2 # To Display 10

	Full Name	Email Address	Phone
	A/BO Supervisor 1	abo.supv1@email.mil	1234567890
	A/BO Supervisor 2	abo.supv2@email.mil	

DMDC Information and Technology for Better Decision Making

Help | Contact | Select Role | Logout | EMMA

Purchase Card Authorization, Issuance and Maintenance

Task Inbox **Managing Accounts** Cardholder Accounts Accounts In Progress Profile Account Migration Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Select Approving/Billing Officials

Managing Account Information

Managing Account Number:

Office Name:

Justification:

Account Holder:

Approving/Billing Official(s)

*Select one (1) Primary Approving/Billing Official. In addition, you may select up to four (4) Alternate Approving/Billing Officials. If the individual(s) that you intend to nominate is not listed, please click on the EMMA link, provision them in the system, then restart this workflow.

Primary	Alternate	Name	Email Address
☐	☐	A/BO User 1	abo.user.1@email.mil
☐	☐	A/BO User 2	abo.user.2@email.mil



Managing Account Migration (cont'd)



Selected Approving/Billing Officials Supervisor

Name: User Name
Work Address: BIG MILITARY BASE
SMALLTOWN, USA 12345
Work Phone: 1234567890
Fax Number:
Email Address: user.name@email.mil

Acknowledgement of Required Training

☐ I certify that all training required for account set-up has been completed by the **Approving/Billing Officials**. I have received and will retain copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

The required training for the Approving/Billing Officials was completed on:

Role	Name	Training Completion Date
Primary Approving/Billing Official:	Primary A/BO Name	(YYYYMMDD e.g.: 20070131)

Required Appointments and Review

☐ I certify that all required appointments have been prepared and processed.

A review of the Managing Account is required no later than: (YYYYMMDD e.g.: 20070131)

Clicking Approve indicates that you have entered all necessary information for the Managing Account Migration request and would like to begin processing the request. Once the Migration request is approved, the Managing Account will be assigned to the organization that you selected. To complete all follow up tasks, you must select the appropriate role for the associated organization on the Role Selection screen.





Managing Account Migration (cont'd)



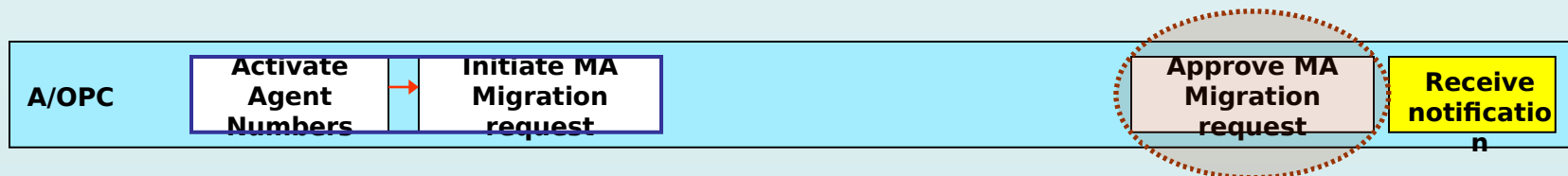
- c. RM acts on their nomination for MA Migration request
 - ☐ Accepts or rejects the nomination
 - ☐ Reviews the selected organization and updates, if necessary
 - ☐ When complete, a PCOLS Task is sent to the A/OPC



Managing Account Migration (cont'd)



- d. A/OPC fills out required data and approves MA Migration request
- ☐ Certify that the A/BO has completed their training and enter the date of completion
 - ☐ Certify that the Required Delegations and Appointments letter was issued and enter a date for review





Managing Account Migration (cont'd)



DMDC Information and Technology for Better Decision Making

 **Purchase Card**
Authorization, Issuance and Maintenance

Help | Contact | Select Role | Logout | EMMA

Task Inbox | **Managing Accounts** | Cardholder Accounts | Accounts In Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Inbox](#) > View Task

Managing Account Migration Approval

The Managing Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: Resource Manager Name

Managing Account Information
Enter your Office Name and briefly describe the reason for this Managing Account in the Justification field. (Click [here](#) for more information.)

*Office Name:

*Justification:

Managing Account Number:

Account Holder:

Agent #	Level 1	Level 2	Level 3	Level 4
0000	00000	00000	00000	00000

Primary Approving/Billing Official
Name:
Work Address:

Work Phone:
Fax Number:
Email Address:

POCs
Here are the points of contact for this account.

Role	Name	Email	Phone	Organization Name
Approving/Billing Official's Supervisor:	A/BO Supv Name	abo.supv@email.mil	1234567890	Organization Name (from EMMA)
Resource Manager:	RM Name	rm.name@email.mil	1234567890	Organization Name (from EMMA)
Agency/Organization Program Coordinator:	A/OPC Name	aopc.name@email.mil	1234567890	Organization Name (from EMMA)

Agency/Organization Program Coordinator Organization
* If you are in multiple Organizations, use the drop-down list to select the A/OPC Organization to which you want this account associated. Your A/OPC profile for the selected Organization must contain the TBR Hierarchy information provided by the bank to continue. Once the Migration request is approved, the Managing Account will be assigned to the Organization that you selected. The list provided will be based on the Organization selected.

A/OPC Organization:





Managing Account Migration (cont'd)



Acknowledgement of Required Training

☒ * I certify that all training required for account set-up has been completed by the **Approving/Billing Officials**. I have received and will retain copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

* The required training for the Approving/Billing Officials was completed on:

Role	Name	Training Completion Date
Primary Approving/Billing Official:	Primary A/BO Name	20070131 (YYYYMMDD e.g.: 20070131)

Required Appointments and Review

☒ * I certify that all required appointments have been prepared and processed.

* A review of the Managing Account is required no later than: (YYYYMMDD e.g.: 20070131)

EDI Payment Routing Information

- ☐ EDI payment
☒ Non-EDI payment

Line of Accounting

Reallocation Method

- ☒ No Reallocation
☐ By Accounting Validation Control
☐ By Alternate Accounting Code

Accounting Validation Code

AVC Code Name: AVC Code Name

Default Accounting Code

DEPT	FV	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
00	00000000	0000	0000									
WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI		
IFS	TT	FMS	TAC	MDC	TLOA	TDC						

Alternate Accounting Code (AAC)

Purchase Limits

Credit Limit: 0,000 Cycle Purchase Limit: 0,000 Single Purchase Limit: 0,000
Quarterly Purchase Limit: Annual Purchase Limit:

Organization Name

Organization Name: Organization Name (provided by bank)

Clicking **Approve** indicates that you have verified or appropriately updated all of the information. The account status will be changed to Active in AIM. This will also initiate the Account Migration workflow process for any Cardholder Account(s) associated with this Managing Account.

Clicking **Nominate New RM** will restart this workflow at the initial step and create a task for you to nominate a new Resource Manager. Choose this option if the Resource Manager assigned to this account is incorrect and needs to be reassigned.

☒ Approve

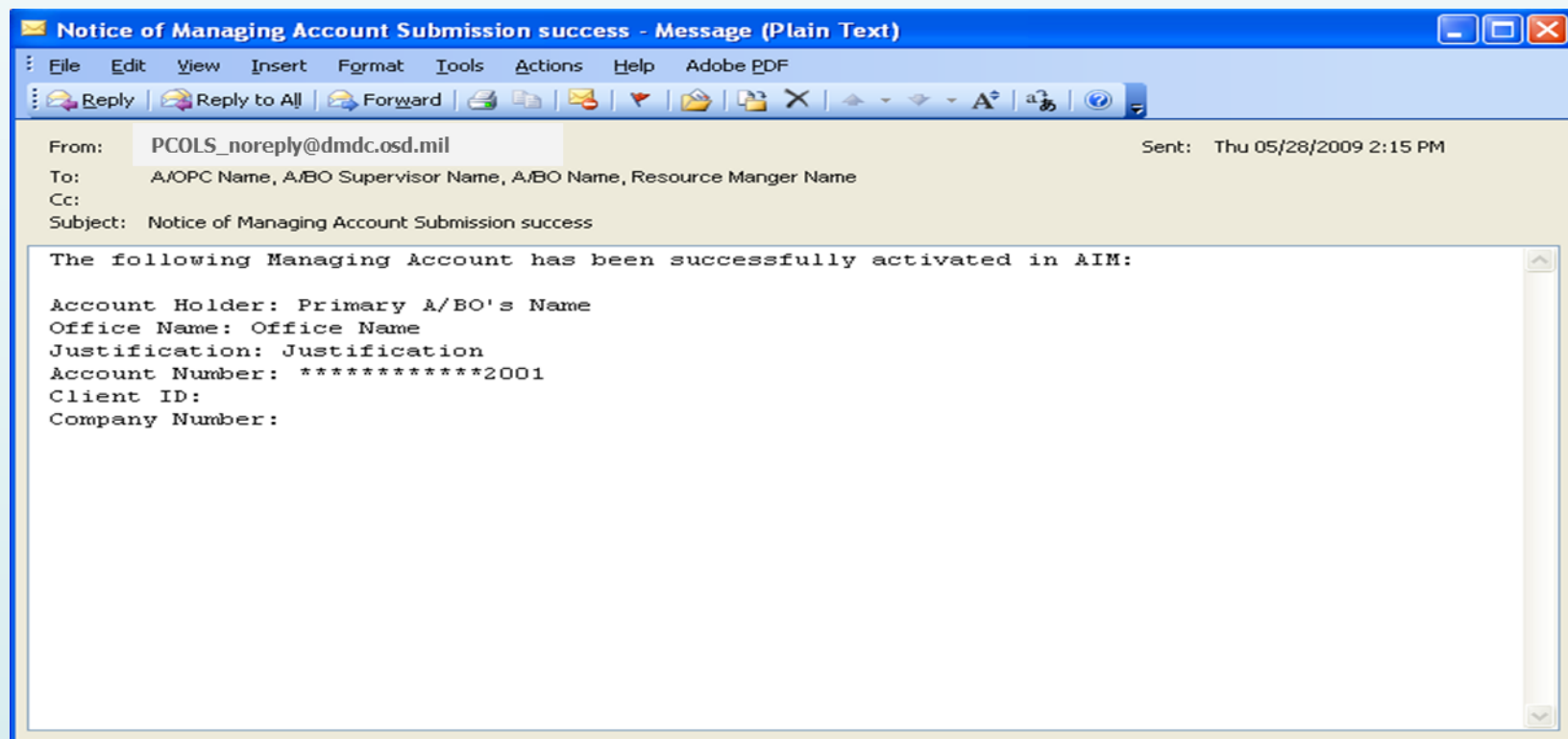
☐ Nominate New RM



Managing Account Migration (cont'd)



- e. Managing Account status is changed to Active in AIM
 - ☐ Once the account status is changed to Active, workflows for the Cardholder Accounts associated with the activated Managing Account will automatically be initiated
 - ☐ Managing Account Migration was successful!

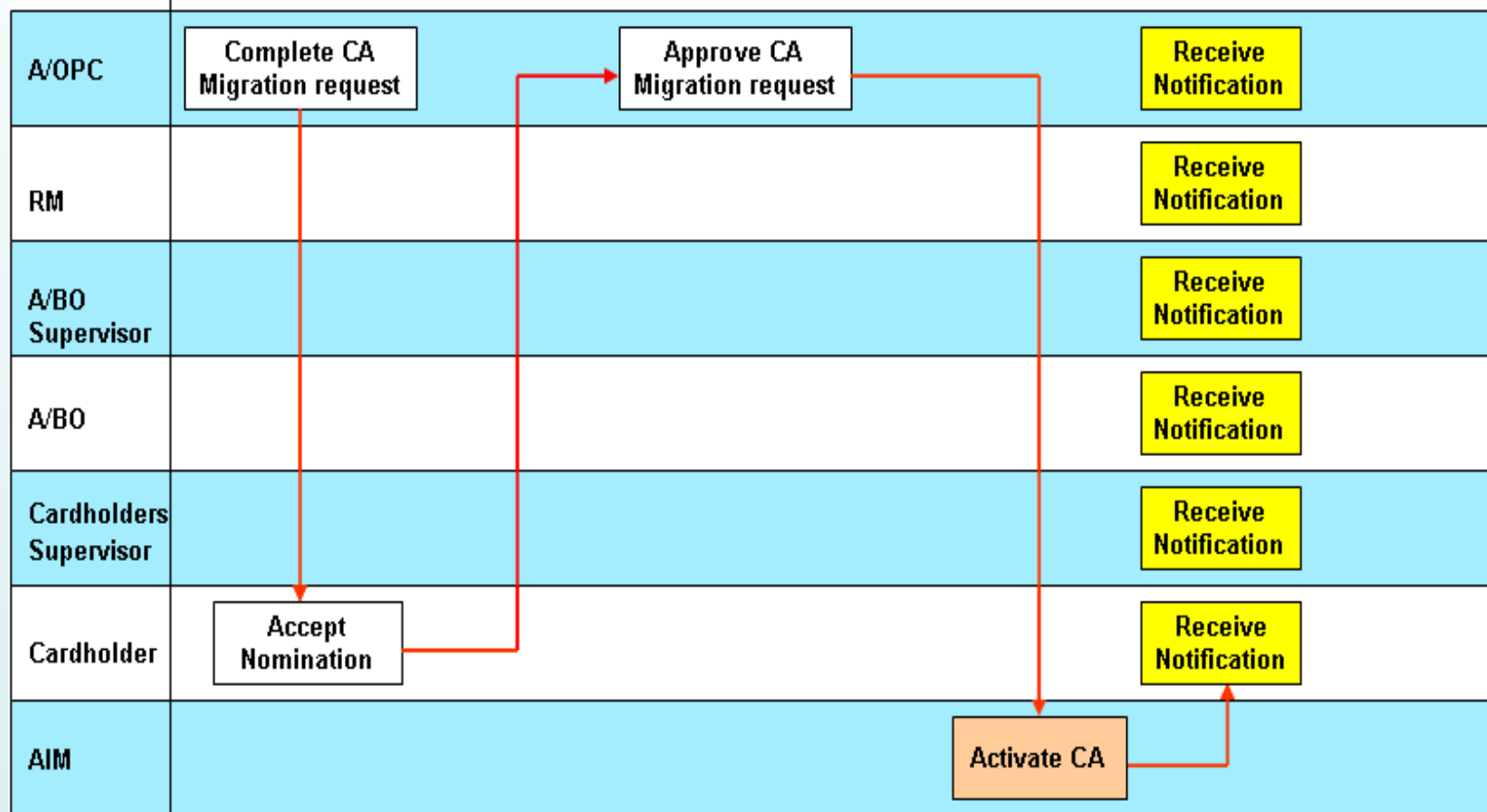




Cardholder Account Migration



Cardholder Account (CA) Migration: Role-Based Process Flow





Cardholder Account Migration (cont'd)



- a. A/OPC initiates the Cardholder Account Migration request
- ☐ Enter the Office Name and Justification of the Cardholder Account
 - ☐ Select a Cardholders Supervisor
 - ☐ Nominate a Cardholder
 - ☐ When complete, a PCOLS Task with a token-embedded link is sent to the Cardholder





Cardholder Account Migration (cont'd)



Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | **Cardholder Accounts** | Accounts In Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Inbox](#) > View Task

Cardholder Account Migration Initiation

The Cardholder Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: A/OPC Name

Cardholder Account Information
Enter your Office Name and briefly describe the reason for this Cardholder Account in the Justification field. (Click [here](#) for more information.)

* Office Name:
* Justification:

Cardholder Account Number:
Account Holder:

Managing Account Information

Office Name: Managing Account Number:
Justification: Company Number:
Client ID: Bank ID:
Level 5:

POCs
Here are the points of contact for this account.

Role	Name	Email	Phone	Organization Name
Primary Approving/Billing Official:	Primary A/BO Name	primary.abo.name@email.mil	1234567890	Organization Name (F)
Approving/Billing Official's Supervisor:	A/BO Supv Name	abo.supv.name@email.mil	1234567890	Organization Name (F)
Resource Manager:	RM Name	rm.name@email.mil	1234567890	Organization Name (F)
Agency/Organization Program Coordinator:	A/OPC Name	aopc.name@email.mil	1234567890	Organization Name (F)

* **Cardholders Supervisor Information**
Click Select Cardholders Supervisor to choose the Cardholders Supervisor from a list. If the individual that you intend to appoint is not listed Approving/Billing Official to have the user provisioned in EMMA. You can return to this task from your AIM Task Inbox. Any changes that you will not be saved.

[Select Cardholders Supervisor](#)

Name:
Work Address:
Work Phone:
Fax Number:
Email Address:

Cardholder Nomination
* Enter the email address of the Cardholder you wish to nominate:

Card Embossing Options
Agency Name:
Organization Name:

Card/Convenience Checks Issuance Options
☐ Issue Card
☐ Issue Convenience Checks

Card/Convenience Checks Issuance Options
☐ Issue Card
☐ Issue Convenience Checks

Line of Accounting

Reallocation Method
☐ No Reallocation
☐ By Accounting Validation Control
☐ By Alternate Accounting Code

Accounting Validation Code
AVC Code Name:

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASN	UTC	PEC	ORG	MFP	JO	SAR
00	00000000	0000	0000									

WCR	RBC	RSC	CI	OC	GRS	STPC	DSSH	SDN	ACRN	AI

JFS	TY	FMS	TAC	MDC	TLOA	TD-C

Purchase Limits
The following limits were provided by the bank for this Cardholder Account.

Credit Limit: Cycle Purchase Limit: Single Purchase Limit:
Quarterly Purchase Limit: Annual Purchase Limit:

Merchant Category Codes

A : Airlines, Airports	K : Misc. & Specialty Retail Stores
B : Vehicle Rental, Dealers	L : Contractors
C : Hotel, Motel	M : Camps, Recreational disabled
D : Misc. Transportation	N : Misc. Personal Services
E : Telephone, Cable	O : Misc. Business Services
F : Tele. Travel Services	P : Medical Services
G : Mail Order, Phone Order	Q : Schools, Educational Services and Day Care
H : Food/Daily/Drug/Liquor Stores	R : Membership/Social/Charitable Organizations
I : Caterers, Restaurants, Bars	S : Fuel
J : Discount/Dept. Stores, Duty Free Stores	U : Government to Government

Included MCC Groups (w/ Template Name)

Clicking Submit indicates that you have entered all necessary information for the Cardholder Account Migration request and would like to begin processing the request.

[Submit](#)



Cardholder Account Migration (cont'd)



b. Cardholder accepts nomination

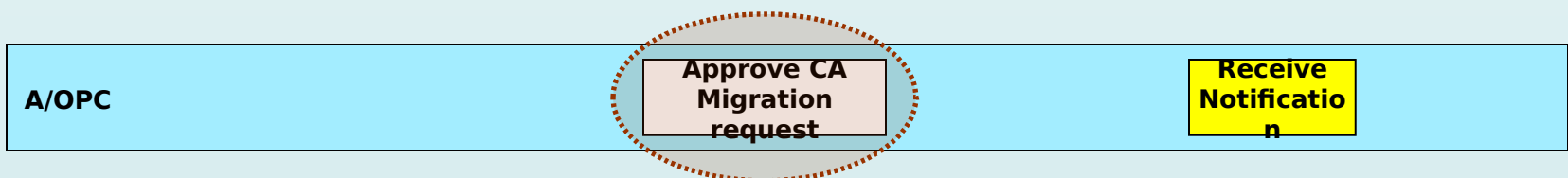
- ☐ Acknowledges that they must complete the required training prior to the CA being issued and checks the training acknowledgement box
- ☐ When complete, a PCOLS Task is sent to the Cardholders Supervisor or A/OPC



Cardholder Account Migration (cont'd)



- c. A/OPC approves CA migration request
- ☐ Certify that the Cardholder has completed their training and enter the date of completion
 - ☐ Certify that the Required Delegations and Appointments letter was issued and enter a date for review
 - ☐ Enter Special Designations for the CA





Cardholder Account Migration (cont'd)



EMMA Information and Technology for Better Decision Making

Purchase Card
Authorization, Issuance and Maintenance

Task Index | Managing Accounts | **Cardholder Accounts** | Accounts In Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Cardholder Account Migration Approval

The Cardholder Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: Cardholder Name

Cardholder Account Information

Enter your Office Name and briefly describe the reason for this Cardholder Account in the Justification field. (Click [here](#) for more information.)

* Office Name:
* Justification:

Cardholder Account Number:
Account Holder:

Managing Account Information

Office Name: Managing Account Number:
Justification: Company Number:
Client ID: Bank ID:
Level 5:

Agent #	Level 1	Level 2	Level 3	Level 4
0000	00000	00000	00000	00000

Cardholder Information

Name:
Work Address:

Work Phone:
Fax Number:
Email Address:

POCs

Here are the points of contact for this account.

Role	Name	Email	Phone	Organization Name
Primary Approving/Billing Official:	Primary A/BO Name	primary.abo.name@email.mil	1234567890	Organization Name (from EMMA)
Cardholder's Supervisor:	CH Supv Name	ch.supv.name@email.mil	1234567890	Organization Name (from EMMA)
Approving/Billing Official's Supervisor:	A/BO Supv Name	abo.supv.name@email.mil	1234567890	Organization Name (from EMMA)
Resource Manager:	RM Name	rm.name@email.mil	1234567890	Organization Name (from EMMA)
Agency/Organization Program Coordinator:	A/OPC Name	aopc.name@email.mil	1234567890	Organization Name (from EMMA)

Cardholders Supervisor Information

Click Select Cardholders Supervisor to choose the Cardholders Supervisor from a list. If the individual that you intend to appoint is not listed, contact the Approving/Billing Official to have the user provisioned in EMMA. You can return to this task from your AIM Task Inbox. Any changes that you have made will not be saved.

Select Cardholders Supervisor

Name:
Work Address:

Work Phone:
Fax Number:
Email Address:

Verification of Completed Training

☐ * I certify that all training required for account setup has been completed by the Cardholder and I have received and will retain a copy of the training certificate for use in Card Program reviews. (Click [here](#) for more information.)

* The DAU training was completed on: (YYYYMMDD eg: 20020131)

Required Appointments and Review

☐ * I certify that all required appointments have been prepared and processed.

* A review of the Cardholder Account is required no later than: (YYYYMMDD e.g.: 20070131)

Card Embossing Options

Agency Name:
Organization Name:

Card/Convenience Checks Issuance Options

☐ Issue Card
☐ Issue Convenience Checks

Cardholder Account Special Designations

☐ The Cardholder is a warranted Contracting Officer. If checked please enter dollar value of warrant (can be any dollar value or "unlimited") \$
☐ The Cardholder is designated as a Contingency and Humanitarian Aid Operations Cardholder. (Click [here](#) for more information.)
☐ The purchase card account to be issued to this Cardholder will be used exclusively as a method of payment. (Click [here](#) for more information.)

Line of Accounting

Reallocation Method

☐ No Reallocation
☐ By Accounting Validation Control
☐ By Alternate Accounting Code

Accounting Validation Code

AVC Code Name:

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASN	UTC	PEC	ORG	MFP	JO	SAR
00	00000000	0000	0000									

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDH	ACRN	AI

IFS	TT	FMS	TAC	MDC	TLOA	TDC

Purchase Limits

The following limits were provided by the bank for this Cardholder Account.

Credit Limit: Cycle Purchase Limit: Single Purchase Limit:
Quarterly Purchase Limit: Annual Purchase Limit:

Merchant Category Codes

A : Airlines, Airports
B : Vehicle Rental, Dealers
C : Hotel, Motel
D : Misc. Transportation
E : Telephone, Cable
F : Tele. Travel Services
G : Mail Order, Phone Order
H : Food/Daily/Drug/Liquor Stores
J : Discount/Dept. Stores, Duty Free Stores
K : Misc. & Specialty Retail Stores
L : Contractors
M : Camps, Recreational disabled
N : Misc. Personal Services
O : Misc. Business Services
P : Medical Services
Q : Schools, Educational Services and Day Care
R : Membership/Social/Charitable Organizations
S : Fuel
U : Government to Government

Included MCC Groups (w/ Template Name)

XX- (0000, 0000)

Clicking Submit indicates that you have verified or appropriately updated all of the information. The account status will be changed to Active in AIM. This will also initiate the Account Migration workflow process for any Cardholder Account(s) associated with this Managing Account.

Clicking Nominate New Cardholder will restart this workflow at the initial step and create a task for you to nominate a new Cardholder. Choose this option if the Cardholder assigned to this account is incorrect and needs to be reassigned.

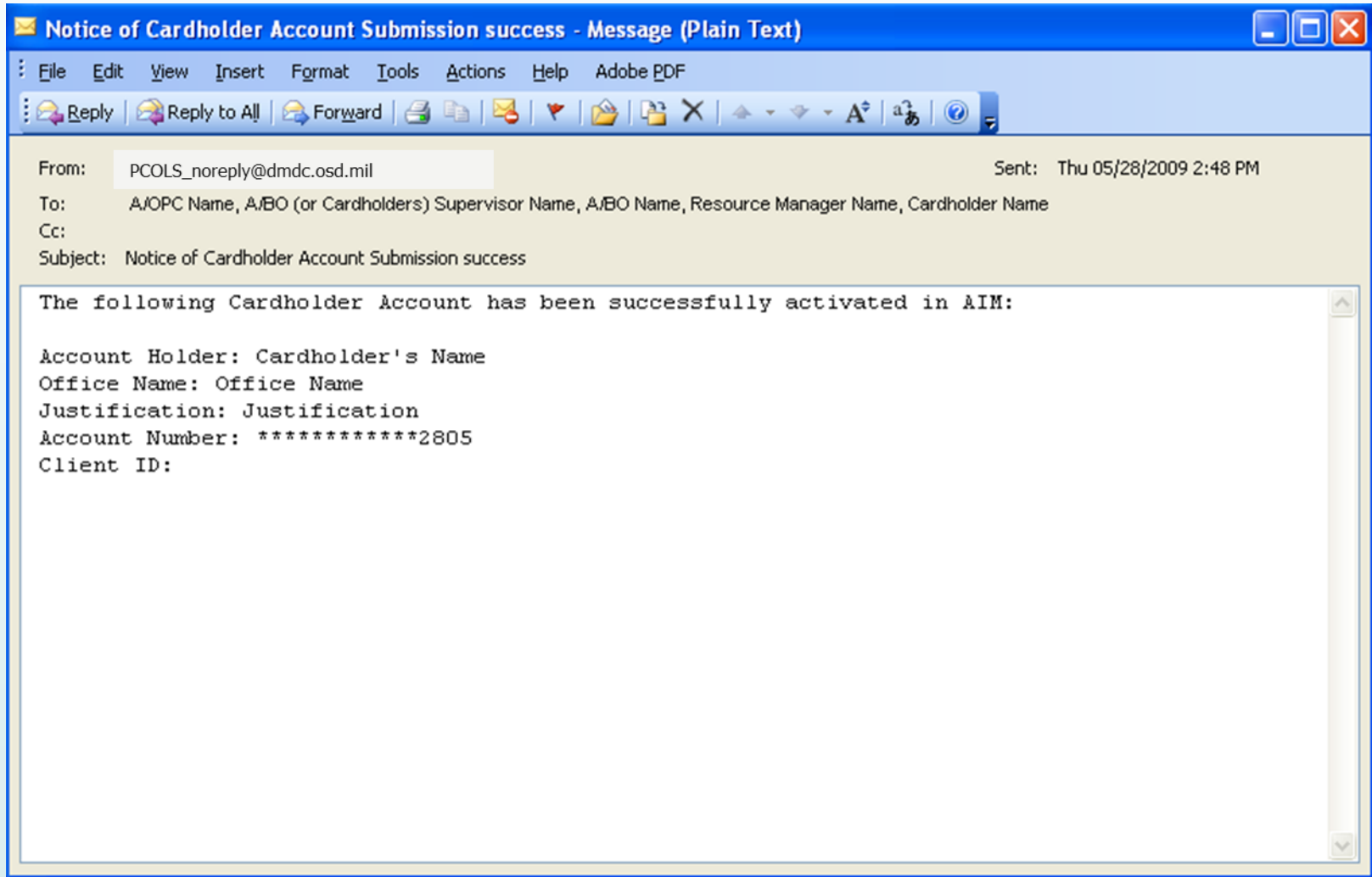
Submit Nominate New Cardholder



Cardholder Account Migration (cont'd)



d. Cardholder Account is activated in AIM

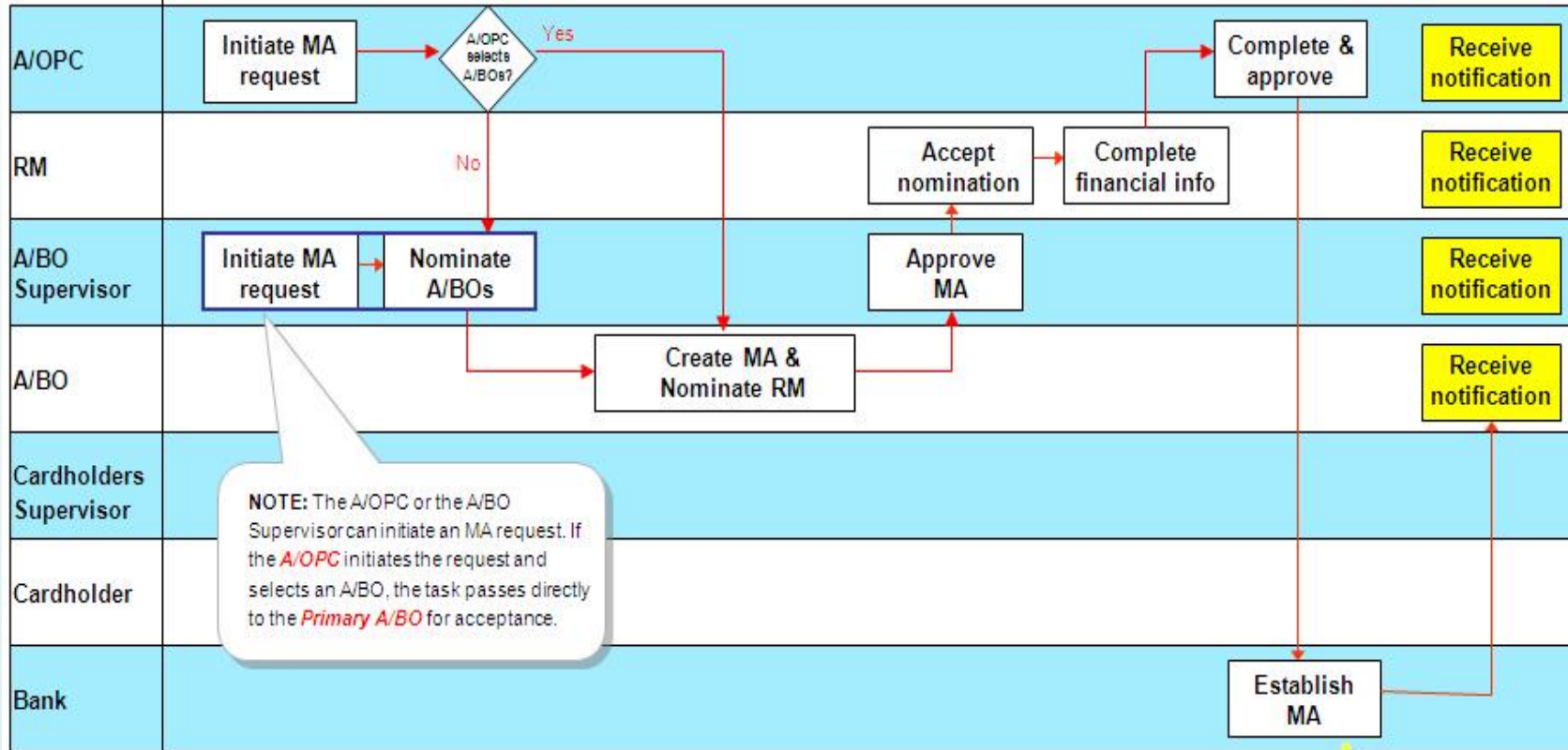




Managing Accounts

Issuing a Managing Account

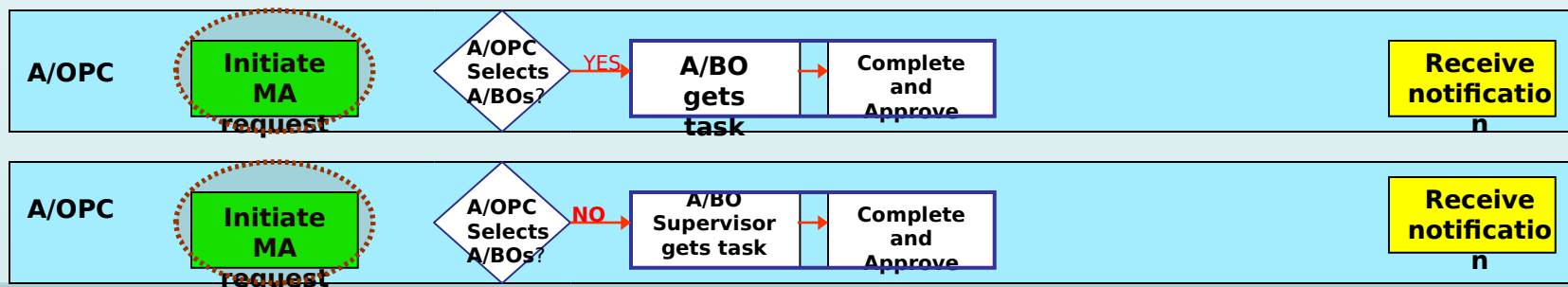
Issue Managing Account (MA): Role-Based Process Flow



NOTE: The A/OPC or the A/BO Supervisor can initiate an MA request. If the **A/OPC** initiates the request and selects an A/BO, the task passes directly to the **Primary A/BO** for acceptance.

Two business days

- a. A/OPC initiates new Managing Account request
- ❑ Nominates the Primary A/BO and up to four Alternate A/BOs
 - ❑ A/OPC does nominate Primary A/BO the task passes directly to the Primary A/BO
 - ❑ A/OPC does not nominate Primary A/BO the task passes to the A/BO Supervisor to nominate the A/BOs
 - ❑ If the individual that should be nominated is not listed, they must be provisioned using EMMA and the issuance process in AIM must be restarted
 - ❑ When complete, a PCOLS Task is sent to the Primary A/BO and a PCOLS Notification is sent to the Alternate A/BOs





Issuing Managing Account (cont'd)



- a. Primary A/BO accepts nomination and creates MA
 - ☐ Enters required fields to create MA
 - ☐ Nominates a Resource Manager
 - ☐ When complete, a PCOLS Task is sent to the A/BO Supervisor
- b. A/BO Supervisor approves MA request
 - ☐ Reviews the requested Purchase Limits and updates, if necessary
 - ☐ Reviews the nominated RM and updates, if necessary
 - ☐ A PCOLS Task with a token-embedded link is sent to the nominated RM



Issuing Managing Account (cont'd)



- c. RM acts on their nomination for MA request
 - ☐ Accepts or rejects their nomination
 - ☐ Reviews the selected organization and update, if necessary

- d. RM fills out financial information and approves MA request
 - ☐ Enters EDI payment, Reallocation Method, and Default Accounting Codes
 - ☐ Reviews Purchase Limits and updates, if necessary
 - ☐ When complete, a PCOLS Task is sent to you the A/OPC



Issuing Managing Account (cont'd)



f. A/OPC approves MA request

- ☐ Verifies Office Name and Justification and make updates, if necessary
- ☐ Selects the appropriate TBR Hierarchy
- ☐ Verifies that the A/BO has completed the required training
- ☐ If not, selects the option to “hold task pending completion of training”
- ☐ Certifies the Required Delegations and Appointments and enters the date of initial review
- ☐ Reviews Purchase Limits and makes updates, if necessary
- ☐ Purchase Limits may not increased
- ☐ Reviews UIC and OPTI and makes updates, if necessary *
- ☐ Reviews Organization Name and makes updates, if necessary
- ☐ Selects Ship To role*
- ☐ When complete, the request is sent to the bank

*** Navy users only**





Issuing Managing Account (cont'd)



Information and Technology for Better Decision Making

Help | Contact | Select Role | Log Out

Purchase Card Authorization, Issuance and Maintenance

Task Index | **Managing Accounts** | Cardholder Accounts | Accounts in Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Index](#) > View Task

Managing Account Request Approval

Approve or reject the following Managing Account request. Required fields are indicated by a red star (*) next to the field name.

Assigned By: Resource Manager Name

Managing Account Information
Enter your Office Name and briefly describe the reason for this new Managing Account request in the Justification field information.)

* Office Name:

* Justification:

TBR Hierarchies
* Select the TBR Hierarchy to be associated with this Managing Account.

Agent #	Level 1	Level 2	Level 3
☐ 0000	☐ 00000	☐ 00000	☐ 00000

Acknowledgement of Required Training

☐ Hold task pending completion of training

☐ * I certify that all training required for account set-up has been completed by the Approving/Billing Officials copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

* The required training for the Approving/Billing Officials was completed on:

Role	Name	Training Completion Date
Primary Approving/Billing Official:	Primary A/BO Name	(YYYYMMDD e.g.: 20070131)

Required Appointments and Review

☐ * I certify that all required appointments have been prepared and processed.

* A review of the Managing Account is required no later than: (YYYYMMDD e.g.: 20070131)

Purchase Limits

These are the limits proposed for this new Managing Account request. You may decrease these limits and submit the request to the bank for processing. If an increase is required, coordinate with the Approving/Billing Official offline and initiate a maintenance request accordingly once an account has been established in the bank system.

* Credit Limit: 0,000

* Cycle Purchase Limit: 0,000

Single Purchase Limit:

Quarterly Purchase Limit:

Annual Purchase Limit:

UIC OPTI

Enter the full Unit Identification Code (e.g. N12345) and select the Obligation Processing Type Indicator.

* UIC: A12345

* OPTI: O-OCONUS

Organization Name

Enter the name of the Organization for this account.

* Organization Name:

Ship To Role

Select role indicating to whom the purchase cards will be shipped.

- ☒ Cardholder
- ☐ Agency/Organization Program Coordinator
- ☐ Approving/Billing Official (Primary)

Rejection Feedback

If you reject this request, provide a reason for your rejection, as well as any comments, then click Reject. If rejected, any changes that you made will not be saved.

Reason Code:

Comments:

Clicking Approve indicates that you have verified or appropriately updated all of the information on the above screen. The account will be submitted to the bank for processing.

Clicking Reject indicates that there are issues with this request that must be detailed in the Rejection Feedback section above. This request will be returned to the Approving/Billing Official so that issues can be worked offline and appropriately updated in the request.

Clicking Save as Draft will save the above information in your task list for future processing.



Issuing a Managing Account (cont'd)

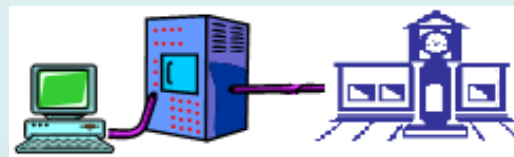


g. AIM sends MA request to bank

- ☐ If the bank rejects the request, it goes to the appropriate user for revision
 - *Rejections related to the financial information entered by the RM will return as a task to the RM's Task Inbox*
 - *All other errors to the MA request will return to the A/OPC's AIM Task Inbox for resubmission*

h. After two business days, AIM generates email notification to all roles involved in issuance that the MA is active based on bank confirmation

Note - If a new Line of Accounting, specifically Default Account Code information, is going to be used for a Managing Account being created in AIM, the Resource Manager must first add that new information to the list of available LOA's at the BANK prior to the A/OPC submitting the account request from AIM to the bank. If they need assistance on how to do this, please have them contact US BANK help desk at 1-800-254-9885.

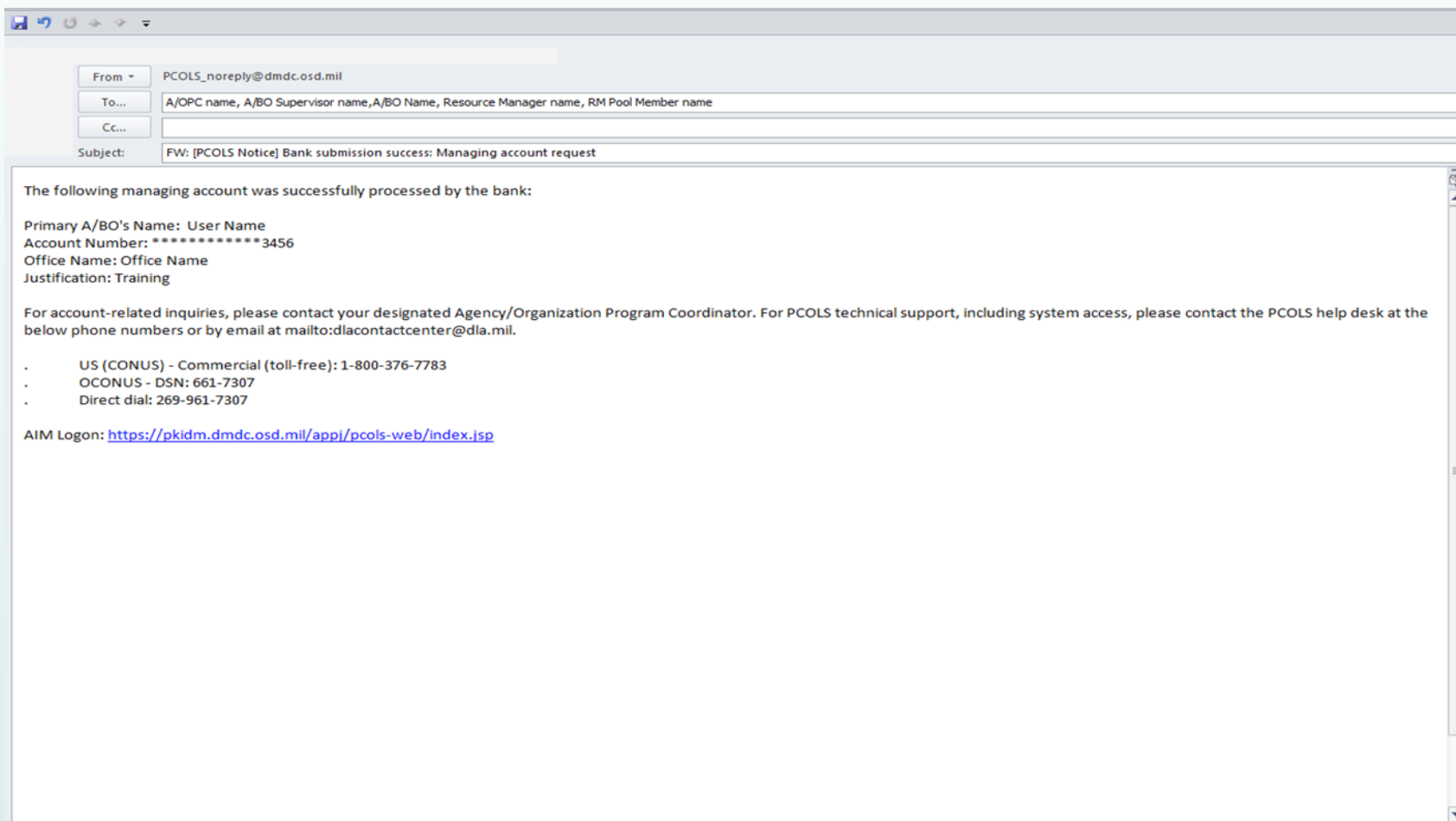




Issuing a Managing Account (cont'd)



■ Managing Account has been successfully established!

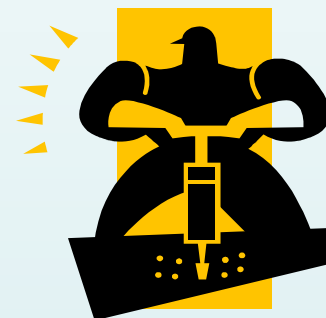




Managing Account Maintenance – A/OPC



- The A/OPC can initiate the following Managing Account maintenance actions:
 - ☐ Update Purchase Limits (increase/decrease)
 - ☐ Update Account Status (cancel, suspend, and reactivate accounts)*
 - ☐ Update Primary or Alternate A/BO(s)
 - ☐ Update A/BO Supervisor responsible for accounts to include changing the A/BO Supervisor organization as necessary
 - ☐ Update Appointments and Review Date
 - ☐ Update Resource Manager
 - ☐ Update Organization Name*
 - ☐ Update Office Name and Justification
 - ☐ Update Unit Identifier Code (UIC) and/or Obligation Processing Type Indicator (OPTI) **



* **Not applicable for Navy users**

** **Navy users only**



Managing Account Maintenance (cont'd)



DMDC Information and Technology for Better Decision Making

 **Purchase Card**
Authorization, Issuance and Maintenance

Help | Contact | Select Role | Logoff | EMMA

Task Inbox **Managing Accounts** Cardholder Accounts Accounts In Progress Profile Account Migration Training Dates

1

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

[Managing Accounts](#) > Account Detail

Managing Account Details

[Perform Maintenance](#)

Managing Account Information

Office Name:

Justification:

Official Use Only

Account Number:

Company Number:

Bank ID:

Agent #

0000

DMDC Information and Technology for Better Decision Making

 **Purchase Card**
Authorization, Issuance and Maintenance

Help | Contact | Select Role | Logoff | EMMA

Task Inbox **Managing Accounts** Cardholder Accounts Accounts In Progress Profile Account Migration Training Dates

2

Welcome James Tew II. You are logged in as the Agency/Organization Program Coordinator.

[Managing Accounts](#) > Account Detail

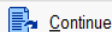
Managing Account Details

[Return to View](#)

Select Maintenance Action

Select a maintenance action to perform:

- Update Account Status (Cancel/Suspend)
- Update Account Status (Cancel/Suspend)**
- Update A/BO (Primary or Alternates)
- Update A/BO Supervisor
- Update Purchase Limits
- Update Office Name and Justification
- Update Organization Name
- Update Appointments and Review Date
- Update Resource Manager



Managing Account Information

Office Name:

Justification:



Update A/BO and Cardholder Training Dates



Updating A/BO and Cardholder Training Dates



DMDC Information and Technology for Better Decision Making

Help | Contact | Select Role | Logoff | EMMA

Purchase Card Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile | Account Migration | **Training Dates**

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

[Training Dates](#) > Training History

Training History: A/BO User Name

Add Training Date

[Show/Hide](#)

Enter new training information and add it to the below training history. The most recent training that meets the GPC training requirement will also be reflected on the Training Dates tab. All fields are required.

Training Completion Date: (YYYYMMDD e.g.: 20120131)

Training Description:

Training Type:

- ☐ This training meets the GPC training requirement
- ☐ This training does not meet the GPC training requirement and will be identified as additional training

Training History

GPC Required Initial and Refresher Training

[Show/Hide](#)

The following training meets the GPC training requirement:

Completion Date	Training Description	Source	Actions
05/22/2013	Local GPC refresher training	Manual Entry	Update , Delete
12/12/2011	GPC Required Initial or Refresher Training	Manual Entry	Update , Delete

Additional Training

[Show/Hide](#)

The following training, including locally required training, has been completed, but does not meet the GPC training requirement:

* This type of training may be optional for some sites.

Completion Date	Training Description	Source	Actions
No Items			



System Identification of Separation and Review of Transfer



System Identification of Separation



■ **Automatic Cancellation** of Cardholder Accounts results when:

- ☐ Cardholder retires as shown by change to Personnel Category or Service reported to DEERS
- ☐ Cardholder separates as shown by change to Personnel Category or Service reported to DEERS
- ☐ Email notification to all users associated with the account

■ **Automatic Removal** of PCOLS Users from EMMA (all roles) results when:

- ☐ PCOLS User retires as shown by change to Personnel Category or Service reported to DEERS
- ☐ PCOLS User separates as shown by change to Personnel Category or Service reported to DEERS
- ☐ Email notification to immediate PCOLS superiors for action to replace user in EMMA and AIM (if necessary)



Review on Transfer



■ **Review of Cardholder's Status** is required on Transfer:

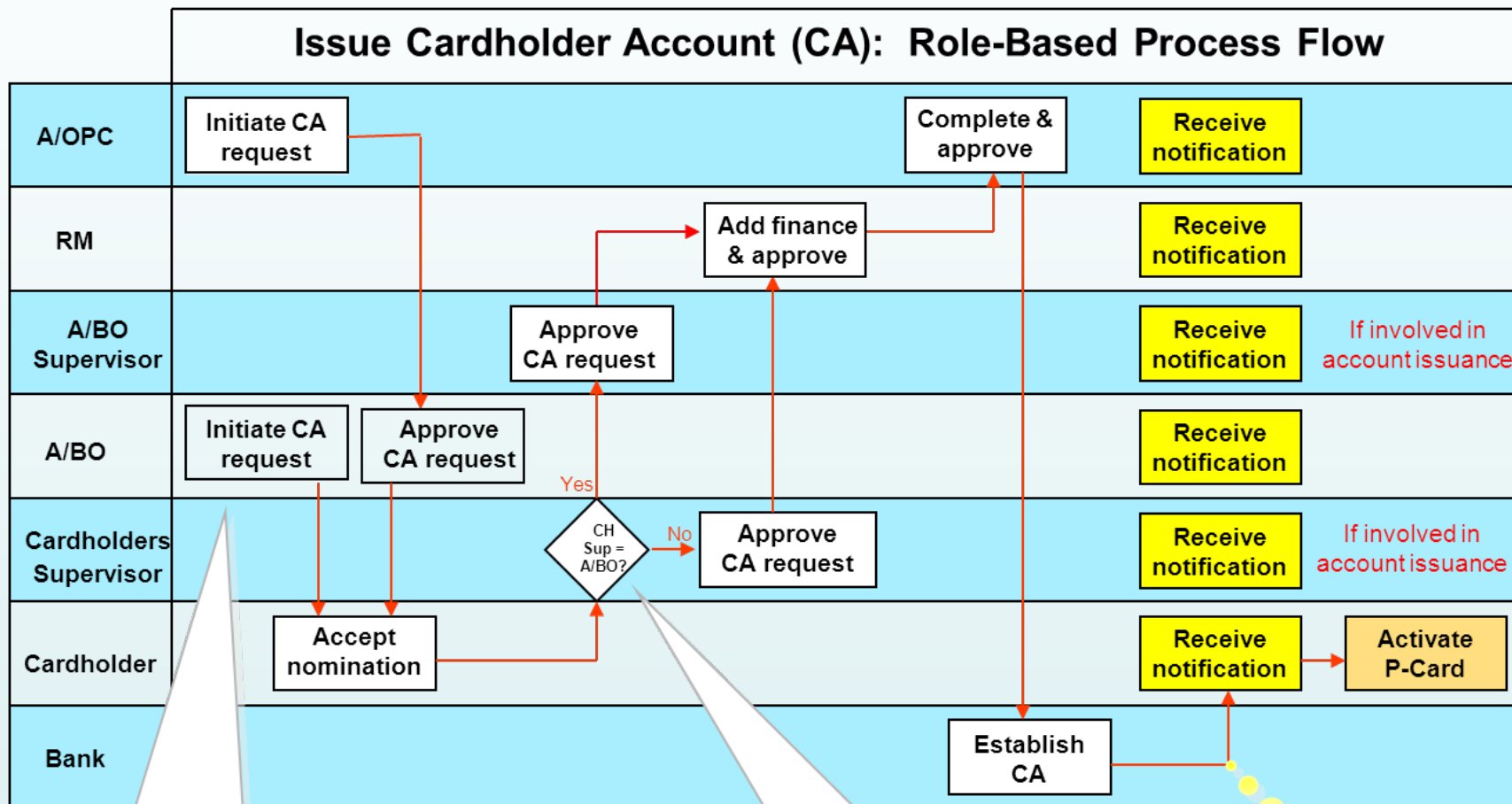
- ☐ Cardholder transfer identified by UIC change or civilian personnel action reported to DEERS
- ☐ **No** auto-cancellation of the account
- ☐ Email notification to A/OPC
- ☐ AIM Task for A/OPC to confirm account remains active or is cancelled



- **Review of User's Provisioned Roles** is required on Transfer:
 - PCOLS User's transfer identified by UIC change or civilian personnel action reported to DEERS
 - Email notification to immediate PCOLS superiors for review of User's status
 - If transfer occurred take action to replace user in EMMA and AIM (as applicable)
 - If no transfer occurred delete email and move on
 - No AIM task generated, email only
- Detailed Document for these four functions available at:
<https://acc.dau.mil/CommunityBrowser.aspx?id=682245&lang=en-US>



Cardholder Accounts



NOTE: The A/OPC or the A/BO can initiate a CA request. If the **A/OPC** initiates the request, **A/BO** approval is required.

NOTE: If the **CH Supervisor** is the issuing **A/BO**, nomination acceptance passes directly to the **A/BO Supervisor** for approval.

One business day



Issuing a Cardholder Account (cont'd)



- a. A/OPC or A/BO initiates Cardholder Account (CA) request
 - ☐ Selects the Managing Account that will hold the new CA
 - ☐ Enters required CA information
 - ☐ When complete, an email notification is sent to the nominated Cardholder with an AIM token-embedded link
- b. Cardholder accepts nomination
 - ☐ Acknowledges that they must complete the required training prior to the CA being issued and checks the training acknowledgement box
 - ☐ Checks the Acknowledgement of Cardholder Responsibility box
 - ☐ When complete, a PCOLS Task is sent to the Cardholders Supervisor or A/BO Supervisor



Issuing a Cardholder Account (cont'd)



- c. Cardholders Supervisor or A/BO Supervisor approves CA request
 - ☐ If the Cardholders Supervisor **is not** the issuing A/BO, the Cardholders Supervisor verifies the request
 - ☐ If the Cardholders Supervisor **is** the issuing A/BO, the A/BO Supervisor verifies the request
 - ☐ Reviews the Card/Convenience Checks Issuance Options, Purchase Limits, and MCCs and updates, if necessary
 - ☐ When complete, a PCOLS Task is sent to the RM
- d. RM fills out financial information and approves the CA request
 - ☐ Reviews Accounting Validation Code, Default Accounting Codes, Purchase Limits, and MCCs and updates, if necessary
 - ☐ When complete, a PCOLS Task is sent to you



Issuing a Cardholder Account (cont'd)



e. A/OPC approves CA request

- ☐ Certifies that the all applicable Cardholder training is completed before approving the account
 - *If not, select the option to "Hold task pending completion of training"*
- ☐ Certifies the Required Delegations and Appointments and enters the required review date
- ☐ Reviews the Office Name and Justification and makes updates, if necessary
- ☐ Reviews the Organization Name and makes updates, if necessary
- ☐ Reviews the Card/Convenience Check Issuance options and makes updates, if necessary
- ☐ Enters any Special Designations for the CA
- ☐ Reviews the Purchase Limits and makes updates, if necessary
- ☐ Reviews the UIC and makes updates, if necessary *
- ☐ Reviews the Identity Verification and makes updates, if necessary *
- ☐ Reviews the MCCs and makes updates if necessary

*** Navy users only**

A/OPC

Complete
& approve

Receive
notification

n



Issuing a Cardholder Account (cont'd)



DMOC Information and Technology for Better Decision Making

Help | Contact | Select Role | Logout | EMMA

Purchase Card Authorization, Issuance and Maintenance

Task Inbox Managing Accounts **Cardholder Accounts** Accounts In Progress Profile Account Migration Training Dates

1

Welcome James Tew II. You are logged in as the Agency/Organization Program Coordinator.

[Task Inbox](#) > View Task

Cardholder Account Request Approval

Approve, reject, or modify the following proposed Cardholder Account request. Required fields are indicated by a red star.

Assigned By: James Tew II

Verification of Completed Training

☐ Hold task pending completion of training

☐ I certify that all training required for account setup has been completed by the **Cardholder** and I have received a Card Program reviews. (Click [here](#) for more information.)

* The DAU training was completed on: 20110807 (YYYYMMDD eg: 20010131)

Required Appointments and Review

☐ I certify that all required appointments have been prepared and processed.

* A review of the Cardholder Account is required no later than: (YYYYMMDD e.g.: 20070131)

Card Embossing Options

Enter the information that you want embossed on the card.

Agency Name:

* Organization Name:

Organization Name

Third Line Embossing:

Cardholder Account Special Designations

☐ The Cardholder is a warranted Contracting Officer. If checked, enter the dollar value of warrant (can be any dollar value).

☐ The Cardholder is designated as a Contingency and Humanitarian Aid Operations Cardholder. (Click [here](#) for more info.)

☐ The Purchase Card account issued to this Cardholder will be used exclusively as a method of payment. (Click [here](#) for more info.)

☐ The Purchase Card account issued to this Cardholder will be used exclusively for the purchase/payment of training. (Click [here](#) for more info.)

Purchase Limits

These are the limits requested for the account. You may decrease these limits and the workflow will continue for further review in the Rejection Feedback section below and click Reject.

* Credit Limit: 5,000

* Cycle Purchase Limit: 2,000

* Single Transaction Limit: 1,000

Quarterly Purchase Limit:

Annual Purchase Limit:

UIC OPTI

Enter the full Unit Identification Code (e.g. N12345).

* UIC: A12345

OPTI: 0

Identity verification

Please provide an identification password such as your Benefits Comp Date, last 4 digits of your Social Security Number, Mother's maiden name, or a password. This will be requested when you contact Citibank Customer Service and/or a client Account Manager for assistance.

* Verification: Verification

Merchant Category Codes

These are the items/services selected for purchase with this account. A Cardholder Account requires at least one Merchant Category Code (MCC) Group to be usable. Issues related to MCC Group limitations should be coordinated offline and updated through a maintenance request after the account has been established in the bank system. Click [here](#) for a listing of valid Merchant Category Code Groups.

- ☐ A : Airlines, Airports
- ☐ B : Vehicle Rental, Dealers
- ☐ C : Hotel, Motel
- ☐ D : Misc. Transportation
- ☐ E : Telephone, Cable
- ☐ F : Tele. Travel Services
- ☐ G : Mail Order, Phone Order
- ☐ H : Food/Daily/Drug/Liquor Stores
- ☐ I : Caterers, Restaurants, Bars
- ☐ J : Discount/Dept. Stores, Duty Free Stores
- ☐ K : Misc. & Specialty Retail Stores

- ☐ L : Contractors
- ☐ M : Camps, Recreational Services
- ☐ N : Misc. Personal Services
- ☐ O : Misc. Business Services
- ☐ P : Medical Services
- ☐ Q : Schools, Educational Services and Day Care
- ☐ R : Membership/Social/Charitable Organizations
- ☐ S : Fuel
- ☐ U : Government to Government
- ☐ V : Money - Financial Institutions
- ☐ W : Money - Money Orders/Traveler's Checks

Merchant Category Code (MCC) Groups can be added as "Included." Included MCC Groups represent collections of MCCs within which the Cardholder may purchase items/services.

To add an Included MCC Group, click the check boxes of the desired groupings above to define the MCC Group, then click Add button under Included MCC Groups. This will append the group of codes to the list of Included MCC Groups. A maximum of four (4) groups may be added. To remove a group from the list, highlight the group of codes to be removed and click Remove.

Included MCC Groups (w/ Template Name)

ABCD - (0930, 0930A)

Add

Remove

Rejection Feedback

If you are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will not be saved.

Reason Code:

Comments

If you have any comments regarding this request, add them here. Your comments will display in the Comment Log while this request is in workflow.

Comments:

Clicking Approve indicates that you have verified all of the information on the above screen and it will be forwarded to the bank for processing. Clicking Reject indicates that there are issues with this request that must be detailed in the Rejection Feedback section above. Rejections will be returned to the Approving/Billing Official so issues can be worked offline and appropriately updated in the request. Clicking Save as Draft saves the above information in your task list for future processing.

Approve

Reject

Save as Draft



Issuing a Cardholder Account (cont'd)



- f. AIM sends the CA request to the bank
 - ☐ If the bank rejects the request, it goes to the appropriate user for revision
 - *Rejections related to the financial information entered by the RM will return as a task to the RM's Task Inbox*
 - *All other errors to the MA request will return to the A/OPC's AIM Task Inbox for resubmission*
- g. After one business day, AIM generates an email notification to all roles involved in issuance that the CA is active, based on bank confirmation
 - ☐ The Purchase Card will then be shipped; once received, the card must be activated following standard bank procedures

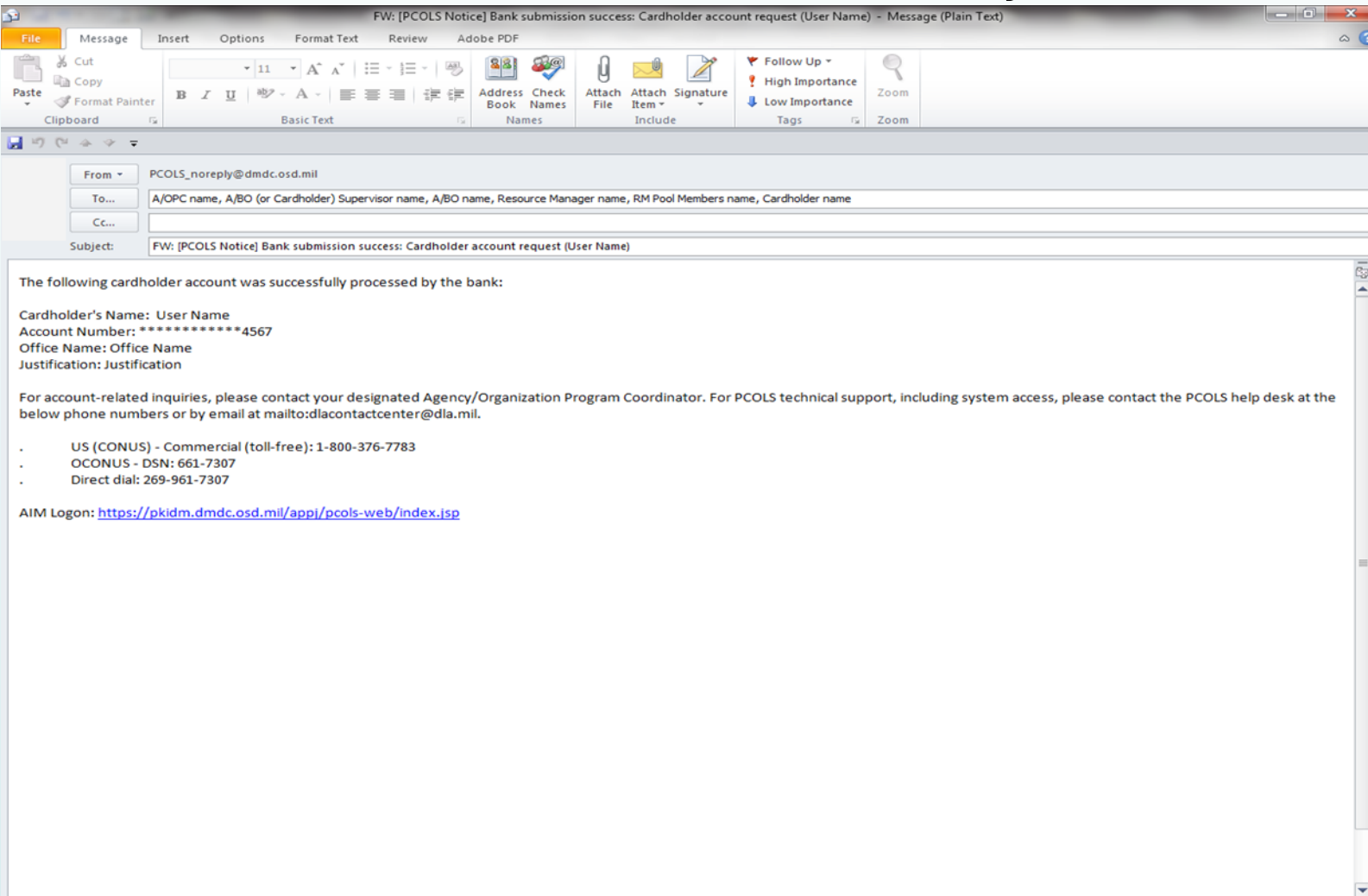
Note - If a new Line of Accounting, specifically Default Account Code information, is going to be used for a Managing Account being created in AIM, the Resource Manager must first add that new information to the list of available LOA's at the BANK prior to the A/OPC submitting the account request from AIM to the bank. If they need assistance on how to do this, please have them contact US BANK help desk at 1-800-254-9885.



Issuing a Cardholder Account (cont'd)



■ Cardholder Account has been successfully established!





Cardholder Account Maintenance – A/OPC



- The A/OPC can initiate the following CA maintenance actions:
 - Update Purchase Limits (increase/decrease)
 - *A limit increase will send a task to the RM for approval*
 - The RM logs on to approve or reject the increase
 - After the RM approves or rejects, you will see the task in your AIM Task Inbox for final approval
 - *A limit decrease will send an email notification to all users associated with the CA account*
 - The change will still be submitted to the bank and no workflow restart will take place
 - Update Training dates
 - *Training dates are updated in the Training Dates tab*
 - Update Appointment and Review dates
 - Update Special Designations
 - Update Cardholders Supervisor
 - Update Office Name and Justification
 - Update Merchant Category Codes (MCCs)





Cardholder Account Maintenance – A/OPC (cont'd)



- The A/OPC can initiate the following CA maintenance actions:
 - ☐ Update Account Status (cancel, suspend, and reactivate accounts)*
 - ☐ Update Organization Name*
 - ☐ Update Unit Identifier Code (UIC)**

* **Not applicable for Navy users**

** **Navy users only**





Cardholder Account Maintenance (cont'd)



- This is the partial view of the maintenance screen:

DMDC *Information and Technology for Better Decision Making*

 **Purchase Card**
Authorization, Issuance and Maintenance

Help | Contact | Select Role | Logout | EMMA

Task Inbox | Managing Accounts | **Cardholder Accounts** | Accounts In Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Cardholder Accounts](#) > Account Detail

Update Cardholder Account

Please provide a reason for the modification of this Cardholder Account

Cardholder Account Maintenance Clarification

* Why is this account being modified/maintained? Other - Specify in Comments field below

Comments:

Cardholder Account Information

Enter your Office Name and briefly describe the reason for this Cardholder Account in the Justification field. (Click [here](#) for more information.)

* Office Name: Office Name

* Justification: Justification



PCOLS Reporting



Learning Objectives



- PCOLS Reporting Overview
- PCOLS Reporting users
- PCOLS Reports
- How to:
 - ☐ Select a role
 - ☐ Select a report
 - ☐ Run a report
 - ☐ Generate a report





PCOLS Reporting Overview



- Provides a defined set of reports based on Purchase Card accounts and users of AIM
- Reports can be generated only for organizations in which a user is associated
- PCOLS Reporting uses data from AIM, EMMA, and DEERS



PCOLS Reporting Users



	Resource Manager	PC PO Representative	Acquisition Executive Agent	HCA Agent	High-Level A/OPC Supervisor	A/OPC Supervisor	A/OPC	A/BOSupervisor	A/B O	Cardholders Supervisor
Reports										
Account Status		X	X	X	X	X	X			
Annual Review of Managing Accounts		X	X	X	X	X	X			
Approving/Billing Official		X	X	X	X	X	X	X		
Case Disposition Detail		X	X	X	X	X	X			
Case Disposition Summary		X	X	X	X	X	X			
Conflict of Interest		X	X	X	X	X	X	X		
Escalated Transaction		X	X	X	X	X	X			
Flagged Transaction		X	X	X	X	X	X			
Infraction Detail		X	X	X	X	X	X			
Program Management		X	X	X	X	X	X			
Provisioning Status		X	X	X	X	X	X			
Purchase Card	X	X	X	X	X	X	X	X	X	X
Recommended Action Summary		X	X	X	X	X	X			
Training Due		X	X	X	X	X	X	X		X
Workflow Aging		X	X	X	X	X	X			



- **Account Status Report-** allows user to review the number of accounts in a selected A/OPC Organization
- **Annual Review of Managing Accounts Report-** allows users to view a list of Managing Accounts with upcoming review due dates.
- **Approving/Billing Official** – allows authorized users to view a list of Active and Suspended Managing Accounts in AIM and the A/BOs assigned to them
- **Case Disposition Detail-** allows users to view the details of each flagged transaction that was reviewed during the reporting period
- **Case Disposition Summary Report-** allows users to view a summary of DM flagged transaction case dispositions by A/OPC organization
- **Conflict of Interest Report** – allows users to view a list of individuals within the identified organization that hold an A/BO role and Cardholder role within the same Active or Suspended Managing Account.



- **Infraction Detail Report-** allows users to view details of infractions by A/OPC organization
- **Program Management Report** - allows users to review a summary of transaction and DM/RA case information for a particular organization during one bank cycle. The report is separated into five sections: The **Program Summary** , **Monthly Account Review**, **Report Card/Program Health**, **Case Disposition** and **Infraction Category**
- **Provisioning Status Report-** allows users to view all individuals in a selected organization in an active/and or pending status, including subordinate organizations.
- **Purchase Card** – allows users to view a list of Cardholder Accounts that meet the selected reporting criteria.



- **Recommended Action Summary**-allows users to view a summary of DM flagged transaction case dispositions
 - **Training Due Report**- allows users to view the number of accounts that training is due for A/BOs, Cardholders or both.
 - **Workflow Aging** – allows users to view the tasks within the selected A/OPC organization that have been in workflow longer than the time frame delineated in the Age of Request report criteria
- * **Note:** The PCOLS data base will be updated during the 2:00am to 5:00am EST system unavailability window; therefore, current data in all reports will not be available until the next business day.



Selecting a Role





Purchase Card

Help | Contact | Login

Welcome USER

[Application Selection](#) > PCOLS Reporting

Role Selection

User, select a role to access PCOLS Reporting

To select a role, click on the button next to the desired role name.

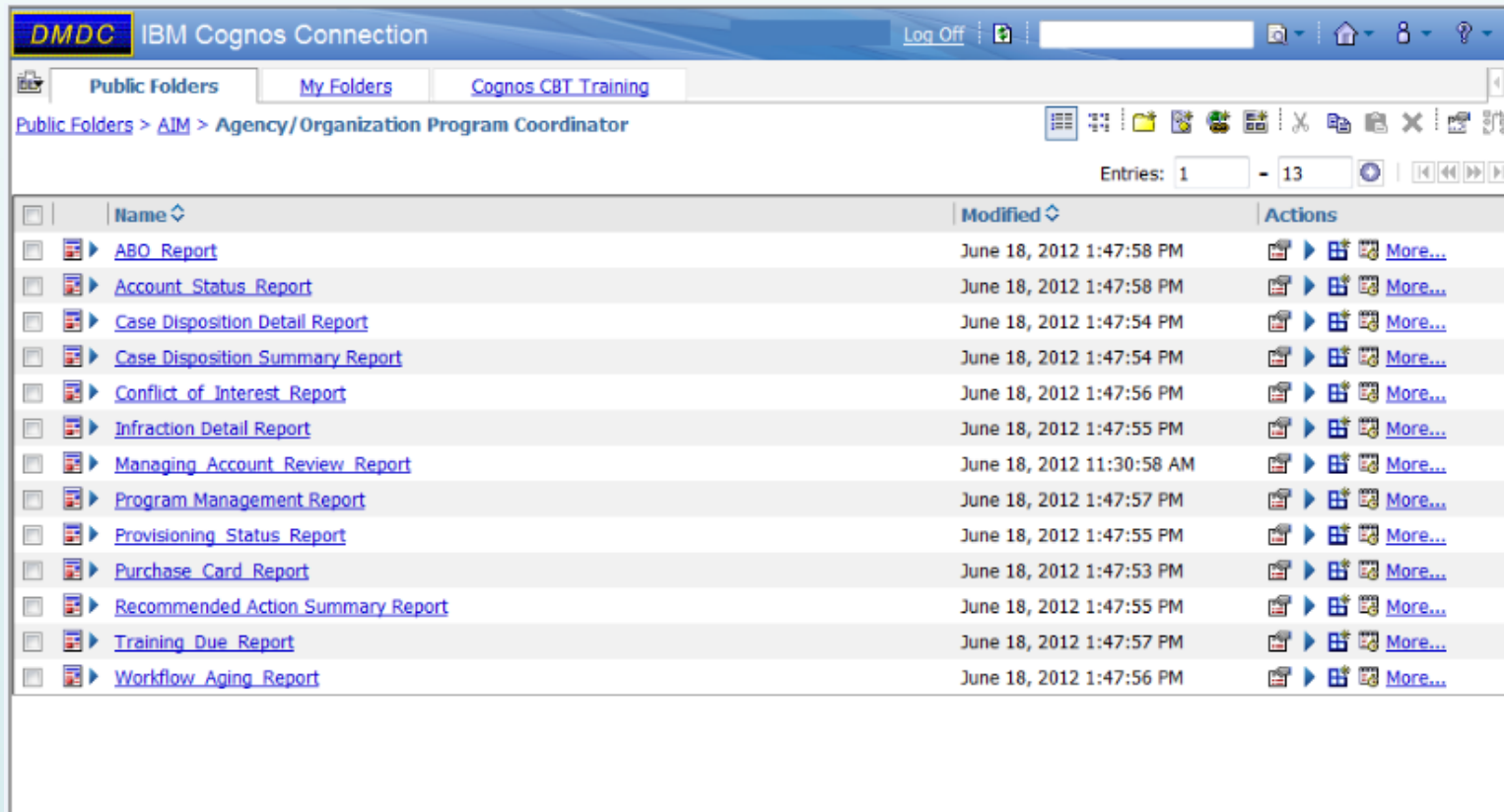
Displaying 1 - 3 of 3

To Display 10

	Role Name
	Agency/Organization Program Coordinator
	Approving/Billing Official Pool
	Approving/Billing Officials Supervisor

Version: 2.01.004

- Upon selecting your role folder, you will be presented with a list of reports that are available to the selected role.



The screenshot shows the IBM Cognos Connection web interface. The breadcrumb path is **Public Folders > AIM > Agency/Organization Program Coordinator**. Below the breadcrumb, there is a table listing 13 reports. Each report entry includes a checkbox, a folder icon, the report name, the modification date and time, and a 'More...' link with icons for viewing, saving, and deleting.

	Name	Modified	Actions
☐	ABO Report	June 18, 2012 1:47:58 PM	More...
☐	Account Status Report	June 18, 2012 1:47:58 PM	More...
☐	Case Disposition Detail Report	June 18, 2012 1:47:54 PM	More...
☐	Case Disposition Summary Report	June 18, 2012 1:47:54 PM	More...
☐	Conflict of Interest Report	June 18, 2012 1:47:56 PM	More...
☐	Infraction Detail Report	June 18, 2012 1:47:55 PM	More...
☐	Managing Account Review Report	June 18, 2012 11:30:58 AM	More...
☐	Program Management Report	June 18, 2012 1:47:57 PM	More...
☐	Provisioning Status Report	June 18, 2012 1:47:55 PM	More...
☐	Purchase Card Report	June 18, 2012 1:47:53 PM	More...
☐	Recommended Action Summary Report	June 18, 2012 1:47:55 PM	More...
☐	Training Due Report	June 18, 2012 1:47:57 PM	More...
☐	Workflow Aging Report	June 18, 2012 1:47:56 PM	More...

Purchase Card PCOLS Reporting

Welcome **USER NAME**. You are logged in under the role of: **Approving / Billing Officials Supervisor**

Workflow Aging Report - Selection Criteria

Organization

- ☐ Organization 1
- ☐ Organization 2
- ☐ Organization 3
- ☐ Organization 4

Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

[Select all](#) [Deselect all](#)

Step 1

Age of Request

- ☐ 3 or more days
- ☐ 4 or more days
- ☐ 5 or more days
- ☐ 6 or more days
- ☐ 7 or more days
- ☐ 8 or more days
- ☐ 9 or more days
- ☐ 10 or more days

Select the number of days for the age of the workflow items that you would like included on the report. The report will provide data for accounts that meet or exceed the selected criteria.

Step 2

Run

Cancel



Generating a Report



Workflow Aging Report

Criteria Organization(s): Organization Name
Age of Request: 3 or more days

Organization: EKG - USB

Request Date	Rqst Age (in Days)	Account Number	Request Type	Request Status	Account Holder Name	Task Assigned To	Task Assigned To Phone / Email
Aug 28, 2009	392		New Manging Account	Pending A/BO Supervisor Approval	Name, Primary A/BO	Name, A/BO Supv	1234567890 abo.supv@email.mil
Jul 26, 2010	60		New Manging Account	Pending Nominated Resource Manager Acceptance	Name, Primary A/BO		
Jul 26, 2010	60		New Cardholder Account	Pending Nominated Cardholder Acceptance			



Purchase Card On-line System (PCOLS)

**This concludes the PCOLS
Continuous Learning Module for the
A/OPC**